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ABSTRACT

Designed for use with the occupational knowledge section of the Indiana adult basic education curriculum guide entitled "Learning for Everyday Living," this textbook contains 10 units of English-as-a-second-language (ESL) materials that address specific listening, speaking, reading, and writing tasks aimed at strategies related to job hunting and development of attitudes for job satisfaction and promotion. It is not an introductory textbook. Rather, it assumes an intermediate knowledge of the pronunciation and basic sentence patterns of English as well as a knowledge of the vocabulary of everyday life. Covered in the individual units are the following topics: identifying sources of information that may lead to employment, determining the scope and requirements of various job classifications, preparing for interviews, completing job applications and related forms, developing good work attitudes, understanding typical American work environments, developing strategies to hold a job and obtain promotions, coping with unemployment, and preparing for retirement. Each unit contains readings and dialogs, followed by reading and comprehension exercises as well as activities designed to promote free oral and written production by students. (The curriculum guide and a report outlining the development and validation of the textbook are available separately--see note.) (MN)

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INTRODUCTION

1. OBJECTIVES

Apply Now: Lessons in Pre-vocational ESL is a set of materials designed to carry out the objectives set forth in the Occupational Knowledge section of Learning for Everyday Living, the curriculum guide for Adult Basic Education prepared by the Indiana Department of Public Instruction. Because the materials and the guide are so closely linked, the teacher would be well advised to use that guide along with these materials in planning for instruction.

Apply Now is not an introductory level textbook. Rather, it assumes on the part of the learner an intermediate knowledge of the pronunciation and the basic sentence patterns of English as well as a knowledge of the vocabulary of everyday life. Nor are these materials intended for job-specific purposes, a task to be attempted at a stage more advanced than that covered by these materials.

The knowledge acquired in basic ESL instruction is extended here to the specific listening, speaking, reading and writing tasks set out in the Curriculum Guide. Such tasks are aimed at strategies related to job-hunting and the development of attitudes for job satisfaction and promotion. Also included are some introductory tactics for coping with unemployment and retirement. The overall purpose of Apply Now is to provide language skills in the context of occupational knowledge. It is evident that such tasks cannot be undertaken by an absolute ESL beginner. Hence our requirement of some basic knowledge of English as a basis for Apply Now.

Nonetheless, every effort has been made to alleviate the learner's task by striking a balance between "simplified" and authentic language. Each unit contains introductory material using vocabulary and grammar which the learner can be assumed to be familiar with. This introductory material imparts information in language as simple and restricted as efficient communication permits. Part of the language used in any given unit is re-cycled in the following unit.

Since Apply Now aims at meeting real-life ESL needs, there is considerable exposure to the authentic language used in the tasks the learner will have to perform. Thus ample provision has been made for samples of yellow pages, classified ads, application and other types of forms, and specimens of

brochures from employment, training and other agencies. The dialogs incorporate a fair amount of realism by featuring colloquial expressions, "fillers" and hesitation strategies as well as dramatizing some of the situations a foreign job-seeker would have to face.

In the realization that Apply Now is not meant as an entry-level textbook, UNIT 2 has been provided as an optional refresher for basic material and also for developing additional readiness for the tasks the materials aim at. The decision to use this unit will depend on the teacher's assessment of the students' knowledge of English.

2. THE UNITS

Apply Now consists of ten units, each corresponding to the relevant tasks outlined in the ten sub-divisions in the Occupational Knowledge section of the ABE Curriculum Guide. Thus the first sub-division in the Guide has to do with identifying sources of information which may lead to employment. Consequently, Unit 1 of Apply Now uses that objective to develop a variety of ESL tasks.

Each unit consists of readings and dialogs and is divided into PART I and PART II. This division is purely arbitrary and its purpose is to simplify the learner's work by splitting up the tasks into manageable fragments. In turn, each part begins with some introductory material written in fairly simple language, either in reading passage or dialog format. Authentic discourse, again in reading or dialog format, is then presented. The same procedure is followed for PART II. For example, here is the structure for Unit 4:

	FORMAT	CONTENT	LEVEL OF LANGUAGE
PART I	Dialog	Discussing application forms for interviews	Simplified
	Reading 1 & 2	Sample forms	Authentic
PART II	Dialog	Applicant and official talk about application	Simplified
	Reading 1 & 2	I.D. card samples	Authentic

All readings and dialogs are followed by exercises of three types: vocabulary, comprehension and "expansion". The first two are the multiple choice type familiar to all teachers. Their purpose is obvious. In the case of the vocabulary exercises, an effort has been made to single out those items listed in the ABE Curriculum Guide as most relevant for occupational knowledge (see Appendix B). Line numbers are provided on the left margin of dialogs and readings in order to help the learner to locate specific words and expressions.

The "expansion" activities are designed to promote various degrees of free oral and written production again in connection with the overall objectives of Apply Now. Authentic document samples, case histories and role playing are the techniques most frequently employed here.

Ample use of visuals is made in order to provide clues to comprehension and also to add variety to the Units.

3. HOW TO USE THE UNITS

Although a number of alternative procedures are possible, the following steps are recommended:

1. Before the class, go over the unit to be taught and determine any problem areas in vocabulary and grammar. Be prepared to solve them by providing vocabulary lists, grammar diagrams, student-made flash cards, etc. if necessary.
2. Read aloud the reading passage or the dialog.
3. Students need not read aloud after the teacher. This procedure is appropriate for use with dialogs by advanced students who are comfortable with the dialog already. Do not have the dialog read by more than one pair as this tends to slow down the rhythm of the lesson. In case your class as a whole is weak in pronunciation, select the most difficult utterances in the dialogs for choral repetition.
4. Be prepared to clarify any doubts the students have about points not covered in the vocabulary exercises. You may be able to give equivalents in the students' own language as a short cut.
5. Get the students to tackle the vocabulary exercises silently. It is hard to give an estimate of the time to be assigned to this activity, but the idea is that the exercise should be finished as quickly as possible.

6. Go round the class asking the students to give the letter of the correct answer. The easier items are thus taken care of first and you have time to clear away any remaining difficulties.
7. Repeat the procedure for the comprehension questions. Be ready to explain why a given choice is preferable to the others.
8. For the expansion exercises, it is advisable to divide the class into pairs and get each member to try out answers on the other member. The procedure is advisable even in those exercises in which student responses are limited to filling out forms or indicating choices by means of check or other impersonal markings.
9. After the group activity, make provision to discuss the expansion exercise the the whole class, especially in those cases in which the exercises require value or attitudinal judgements.
10. Be sure to spend the first five minutes of each lesson revising the vocabulary and concepts taught in the previous unit.

4. ADDITIONAL SUGGESTIONS

The following recommendations are applicable not only to the present materials but also to any other task-oriented ESL class involving adults.

1. The ABE Curriculum Guide. In addition to its clear specifications of objectives and skills, Learning for Everyday Living also contains lists of visual and reading materials available either at low cost or entirely free of charge. Go over the Guide a couple of months in advance, select the most promising titles and place your order. In time, you will be able to compile a fairly extensive file of useful resources.
2. Authentic materials. A stock of forms, brochures and other relevant materials can easily be built up by contacting the local employment, training and social security offices. The officials there are usually most helpful and it is not difficult to obtain materials in classroom quantities.
3. Using the newspaper. Additional practice in the reading of classified ads can be given by asking the class to bring the same issue and quickly go over the employment section. Some suggestions applicable to all ads can be found in Unit 9, Part I, Reading Expansion.

4. Visiting speakers. If time permits, resource persons in the community (vocational counselors, lawyers, employment agency officials, etc.) may be invited to give short talks on relevant topics. With their permission, record the talk on video. If no VTR is available, make an inexpensive cassette recording and issue it to the students for individual home study.

5. ESL: A Handbook for Teachers of Adult Basic Education. This publication contains valuable information on a variety of aspects of interest for the ABE/ESL teacher. Topics include the following.

- 1) main trends in teaching ESL;
- 2) needs assessment for ESL curriculum planning;
- 3) cultural insights;
- 4) ideas for classroom use;
- 5) evaluation;
- 6) resources (textbooks and additional materials).

The Handbook is available from the Indiana Department of Public Instruction, Division of Adult and Community Education.

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U N I T 2
(OPTIONAL)

TO THE TEACHER:

As we have noted before, the ABE Curriculum Guide which forms the matrix for these materials deals in objectives that are beyond the grasp of beginning ESL students. We provide the following unit for the purpose of suggesting activities which might bridge any gaps between basic ESL instruction and these materials.

I. WHO

OBJECT: To identify some of the people in Apply Now.

Fig. 1
Dinh
(carpenter)



Fig. 2
Jack
(electrician)



Fig. 3
Hal Ellison
(ISES employee)



Fig. 4
Ed Casey
(personnel manager)



Fig. 5
Steve Hoang
(supervisor)



Fig. 6
Ted Shoaf
(applicant for a
job)



Fig. 7
Lisa Carroll
(accountant)



Fig. 8
Vicki Rush
(vocational counse-
lor)



Fig. 9
Dave Hall
(retired worker)



Fig. 10
Ed Powers
(retired worker)



Fig. 11
Gina Perez
(hospital aide)



Fig. 12
Janet Lee
(switchboard operator)



Fig. 13
Marta Sanchez
(housewife)



Fig. 14
Bob Simmons
(truckdriver)



Fig. 15
Lori Mitchell
(housewife)



Exercise (a). Look at pages 1-3. Ask who is in each picture. Example:
Figure 1

Question: Who's this?

Answer : That's Dinh.

II. W H A T

OBJECT: To say what some of the people in Apply Now are and do.

Exercise (a). Look at the pictures on pages 1-3 again. Name the people and tell what they do. Examples:

Question: What is Dinh?

Answer : He's a _____.

OR

He's an _____.

Exercise (b). Identify the tools of the trade. Example:

Question: Who works with wires?

Answer : Jack works with wires.

Now answer these other questions.

1. Who works with unemployed people?
2. Who works with job openings?
3. Who works with hammer and saw?
4. Who works with telephone calls?
5. Who works with money and accounts?
6. Who works with sick people?

Question: What's Gina?

Answer : She's a _____.

OR

She's an _____.

Repeat the same questions for the other persons.

Exercise (c). Match a job from column 1 with the correct description from column 2. Read the complete sentences aloud.

COLUMN 1

electricians

carpenters

housewives

accountants

truckdrivers

personnel managers

vocational counselors

job applicants

retired people

supervisors

hospital aides

COLUMN 2

1. Take care of children, cook, wash, and do the shopping.
2. Solve all the problems connected with the people who work in an office, department, firm or organization.
3. Help doctors and nurses to take care of sick people.
4. Repair home appliances and install and repair the wires for light and the telephone.
5. Transport goods from city to city or within a city.
6. Keep records of the money an organization earns and spends.
7. Watch over workers and their work in a workshop or office.
8. Do not work because of sickness or old age.
9. Help people to find out about occupational skills.
10. Are people who are looking for work.
11. Make and repair objects made of wood.

Exercise (d). Now look at UNIT 1, pages 2-4. Ask what each person is.
Example:

Question: What is the man in picture 1?

Answer : He is a (an) _____.

Question: What is the woman in picture 7?

Answer : She's a (an) _____.

Exercise (e). Now turn to UNIT, pages 3-4. Ask the same questions as for Exercise (c).

III. W H E R E

OBJECT: To identify the place where some of the people in Apply Now work.

Exercise (a). Match a person from column 1 with a workplace from column 2. Two or more persons can work in the same place.

COLUMN 1	COLUMN 2
Vicki Rush	hotel
Steve Hoang	office
Lisa Carroll	workshop
Dinh	home
Marta Sanchez	furniture factory
Gina Perez	transport company
Bob Simmons	employment office
Lori Mitchell	hospital
Janet Lee	construction firm
Jack	
Ed Casey	

Exercise (b). Now ask where each of the people above work. Example:

Question: Where does Dinh work?

Answer : He works in a (an) _____.

Exercise (c). Look at UNIT 1, pages 2-4 again. Ask and answer questions about each of the people. Example:

Question: Where is the man in fig. 1?

Answer : He is in a (an) _____.

Exercise (d). Answer this question about yourself. Imitate the example.
Example:

Question: Where do you live?

Answer : I live in (name of town or city)
at (street number, street name).

IV. W H E N

OBJECT: To revise some expressions of time (past and future), especially in connection with pre-occupational situations.

Exercise (a). Make sentences from this table. If you wish, change the expressions in column 3 to fit your own situation.

1	2	3
	began studying English	last year
	left my country	last month
I	arrived in the U.S.	two years ago
	applied for an American visa	six months ago

Exercise (b). Make sentences from this table. If you wish, change the items in column 4 to fit your own situation.

1	2	3	4
	am going to	look for work	next month.
		apply for a job	in a few weeks' time.
I	will	open a bank account	sometime in the future.
		apply for credit	when I know more English.
	intend to	write a resume	

Exercise (c). Answer these questions. You may choose sentences from exercises (a) and (b) above or give your own answers.

1. When did you leave your country?
2. When did you arrive in the U.S.?
3. When are you going to apply for a job?
4. When do you intend to look for work?
5. When did you begin studying English?
6. When are you going to apply for credit?
7. When did you apply for an American visa?
8. Do you intend to become an American citizen?

V. W H Y

OBJECT: To know the reasons for some of the activities and attitudes of the people in Apply Now.

Exercise (a). Answer these questions. Choose the correct answers from the list following the questions. Write the number of the question in the blank space to the left of each answer. Repeat the answer aloud.

QUESTIONS

1. Why is Ted Shoaf applying for a job?
2. Why does Ted talk to a vocational counselor?
3. Why does Ed Casey interview Dinh?
4. Why did Dinh leave his previous job?
5. Why did Gina Perez take a job?
6. Why are interviews necessary?
7. Why are Hall and Powers retired?
8. Why do people lose their jobs?

ANSWERS

- _____ In order to know an applicant well.
- _____ She wanted to help Oscar, her husband. He was out of work for some time.
- _____ Because he wants to know if the applicant is right for the job.
- _____ Well, there are many reasons: incompetence, company problems, etc.
- _____ It was a temporary job.
- _____ He needs the money. Why else?
- _____ They are too old to work.

VI. H O W

OBJECTIVE: To give an idea of various procedures used by the people in Apply Now.

Exercise (a). Give simple explanations to answer these questions:

1. How do you play baseball (or your favorite game)?
2. How do you prepare breakfast?
3. How do you prepare a simple national dish?
4. How do you apply for a passport in your country?

Exercise (b). Answer the following questions.

1. How do you get a driver's license?
2. How do you find out about job opportunities?
3. How do you know the telephone numbers of employers?
4. How do employers know about an applicant's skills?
5. How do employers select employees?

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for Adult Basic Ed.

U N I T 1

PART I - DIALOG

Jack is a young American. He works as an electrician. In this dialog, he talks to his friend Dinh from Southeast Asia. Dinh is unemployed and needs a job urgently.

Jack: I got a job yesterday!

Dinh: Congratulations! Where?

5 Jack: With Better Homes, Inc.

Dinh: Gee, I wish I could find a job I could do.

Jack: Well, it depends on what you can do. Let's see; what experience did you have before you came to the U.S.A.?

Dinh: I worked doing odd jobs in homes.

10 Jack: Odd jobs? What sort?

Dinh: You know, repairing furniture, taking care of gardens, fixing wiring and pipes, painting walls, that sort of thing.

Jack: What did you like best?

Dinh: Hmmm, working with furniture, I guess.

15 Jack: Alright, I get the idea. In today's paper, I saw a want-ad for someone just like you. Let's look again. Hmmm, where is it? I'm sure I saw it somewhere around here . . .

A. C o m p r e h e n s i o n

Vocabulary

(a) Here are the jobs that Dinh can do:

Take care of the garden; fix the wiring; fix the pipes; paint walls; repair furniture.

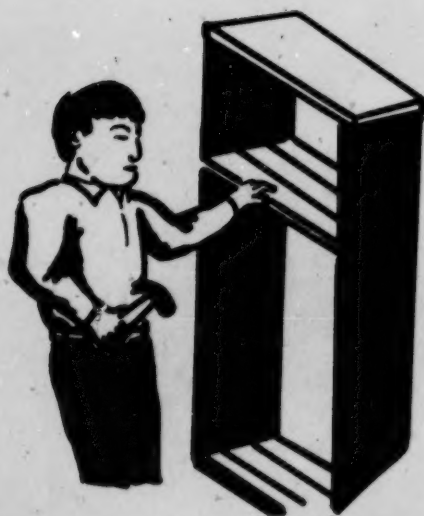
Now, select the correct phrase from the list above to write under each of these illustrations.



your answer



your answer



your answer

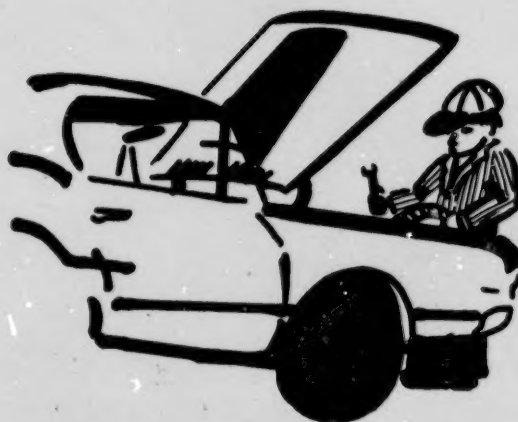


your answer

(b) Here are pictures of people in different occupations, followed by a list of occupations. Write the correct name of the occupation below each picture.



your answer



your answer



your answer



your answer



your answer



your answer

Nurse aid	desk clerk	babysitter
waiter	mechanic	secretary

(c) Select the best synonym for these words from the dialog.

- | | |
|--------------------------|---|
| 1. job
(line 3) | a. duty
b. labor
c. occupation
d. entertainment |
| 2. yesterday
(line 3) | a. the day before today
b. today
c. the day after tomorrow
d. now |
| 3. I wish
(line 6) | a. I don't want to
b. I prefer
c. I wouldn't like
d. I would like |
| 4. odd jobs
(line 9) | a. specific types of jobs
b. all kinds of jobs
c. office work
d. housework |

Dialog Comprehension

Choose the best answer to the following statements and questions.

1. Describe Dinh's situation.
 - a. He got a new job yesterday.
 - b. He works as an electrician with Better Homes, Inc.
 - c. He does not have a job.
 - d. He is an American citizen.
2. What kind of organization do you think Better Homes is?
 - a. It's a federal employment agency.
 - b. It's a construction firm.
 - c. It's a state employment agency.
 - d. It's a transport company.
3. Jack wants to help Dinh.
 - a. Jack asks Dinh about his experience before he came to the U.S.

- b. Jack wants to know if Dinh needs money to send home.
 - c. Jack wants to offer Dinh a job as an electrician with Better Homes.
 - d. Dinh is going to ask Jack for some money.
4. Dinh did odd jobs in his country.
- a. He was a skilled worker.
 - b. He was very good at a variety of specialized tasks.
 - c. He was especially trained to do a variety of jobs.
 - d. He did work in minor repair and maintenance.
5. Jack has some useful information for Dinh. Where is this information?
- a. In the yellow pages of the telephone book.
 - b. In the classified ads section of the newspaper.
 - c. In the pamphlets distributed by the state employment agency.
 - d. In the bulletin board of Jack's union.

B. Dialog Expansion

(a) Here is the list of occupations from Section A, exercise (b). Match the items from column A with the correct definition from Column B.

A	B
1. electrician	- helps doctors at hospitals and clinics.
2. secretary	- takes care of young children.
3. desk clerk	- types letters and answers the telephone.
4. waiter	- serves at tables in restaurants and cafeterias.
5. nurse aid	- repairs and maintains machinery.
6. babysitter	- fills out forms and files documents and correspondence.
7. mechanic	- takes care of lamps, wires, plugs and outlets.

(b) Look at the Dialog again. Jack asks: "What experience did you have before you came to the U.S.?" (lines 7-8).

Take Dinh's part and reply by choosing any of the definitions given in column B above. Follow this model for your answer: I work + verb in the -ing form.

Example: "I worked doing odd jobs."

(c) If none of the choices in exercise (a) above fits your situation, try and compose a reply to Jack's question in accordance with your real experience.

PART II - READING I

At the end of the dialog in PART I, Jack was going to show Dinh the job he knew about.

It was in the want-ad section of the paper. They finally found it in this column. Study the ads and find the one that Wu would be most interested in.

NURSE AIDE

5 Now taking applications for aides, all shifts, between 10 and 2. High school diploma required. Hillcrest Nursing Home, 1123 South Street. 742-6904.

Painter - Young, ambitious individual wanting to progress in a growing local company. Some experience is required. 448-4519.

10 Need Babysitter, Northwest side. Mon 9AM - 6PM, Wed 8AM - 10PM, Thurs 9AM - 6PM, Fri 9AM - 6PM, Sat 9AM - 10AM. Prefer exper., lic. woman who has exper w-infants. 257-3661.

CARPENTER

15 35 year old company looking for experienced carpenter. Must have truck/tools, Drv. Lic. Mark Weaver & Associates. Call 846-8050 8:30 to 4:30.

20 MAJOR CORPORATION has immediate opening for electrician, experience in industrial electronics preferred. E.O.E. Write or call Unarco-Rohn Inc., P.O. Box 609, Frankfort, IN., 46041. 317-654-4494.

CARPENTER - fairly experienced in furniture. No tools required. 823-2435 7pm-9pm only.

25 CARPENTER'S ASSISTANT
Temporary work. Apply Personnel Office, Mon. through Fri., 10 to 4.

LOEB'S INC.
An Equal Opportunity Employer.

A. Comprehension

Vocabulary. Select the best synonym for these expressions from the reading above.

1. shifts
(line 2)
 - a. office hours.
 - b. working periods.
 - c. hours at which the organization is not open.
 - d. hours at which the workers relax.
2. individual
(line 6)
 - a. person.
 - b. man.
 - c. woman.
 - d. older man.
3. infants
(line 12)
 - a. older boys.
 - b. older girls.
 - c. younger boys and girls.
 - d. older boys and girls.
4. major
(line 18)
 - a. old.
 - b. young.
 - c. new.
 - d. important.
5. opening
(line 18)
 - a. job.
 - b. occupation.
 - c. position.
 - d. all of the above.
6. tools
(line 15)
 - a. pens, pencils, notebooks.
 - b. violin, saxo, trumpet.
 - c. hammer, screwdriver, saw.
 - d. all of the above.
7. fairly experienced
(line 23)
 - a. with some experience.
 - b. with no experience.
 - c. with a lot of experience.
 - d. highly experienced.
8. temporary work
(line 26)
 - a. a transitory job.
 - b. a permanent job.
 - c. a part-time occupation.
 - d. a full-time job.
9. assistant
(line 25)
 - a. person who directs.
 - b. person who helps.

(9)

c. person who controls.

d. person who decides.

10. Equal Opportunity

Employer

(line 29)

a. He gives importance to sex, race and social class.

b. He gives importance to friends and connections.

c. He doesn't give importance to sex, race and social class.

d. He gives importance to nationality.

Reading Comprehension

(a) The statements that follow refer to the ads reproduced on page 7. Read them carefully and select the alternative which best reflects the original ad.

1. What level of training is required for nursing aides at the Hillcrest Nursing Home? (lines 1-5)

a. college training.

b. secondary school completed.

c. on-the job training.

d. the advertisement does not specify level of training.

2. The person who advertises for a babysitter requires a "lic. woman" (line 11). What does this mean?

a. It means that the babysitter should preferably have an authorization from the local authorities to work as a babysitter.

b. It means that the babysitter should preferably be authorized by the university to work as a babysitter.

c. It means that the babysitter should preferably be authorized by a doctor to work as a babysitter.

d. It means that the babysitter should preferably have an authorization from the police to work as a babysitter.

3. How can a person apply to the company that needs a mechanic? (lines 18-22)

a. by phone only.

b. in writing only.

c. by phone or in writing.

d. by going to Frankfort only.

4. How do we know that the company is in Indiana?

a. Because the ad is from an Indiana newspaper.

b. Because Unarco-Rohr is an Indiana company.

- (4) c. Because the ad gives information about the city, the state and the area code of their phone.
d. Because the ad gives information about the city and the state only.
5. Which of these numerals indicates where to call in case you were interested in the job advertised in lines 18-22?
a. 317-645-4494.
b. 609.
c. 46041.
d. none of the above.
6. What will Dinh do if he is interested in the job offered by Loeb's, Ind.?
(lines 25-29)
a. He has to apply in person.
b. He has to apply by phone only.
c. He has to apply in writing only.
d. He can apply by phone or in writing.
7. The first ad for a carpenter appears in lines 14-17. Is this position acceptable for Dinh?
a. Yes, because he has the right age and experience for this job.
b. No, because Dinh is over 35 years old.
c. Yes, because Dinh is a good driver.
d. No, because Dinh does not have the equipment required.
8. The second ad for a carpenter appears in lines 23 and 24. Is this position acceptable for Dinh?
a. Yes, because he has the right experience for it.
b. No, because Dinh does not have the equipment required.
c. Yes, because Dinh is a good carpenter.
d. No, because Dinh does not have sufficient experience for the job.
9. The third ad for a carpenter appears in lines 25-29. Is this position acceptable for Dinh?
a. Yes, because he has the right experience for the job.
b. No, because Dinh does not have the equipment required.
c. No, because it is not a permanent position.
d. Yes, because Dinh needs to learn the basics about carpentry.
10. What must Dinh do to apply for the second job advertised?

- (10) a. He must apply by phone only.
 b. He must apply in person only.
 c. He must apply in writing only.

B. Reading Expansion

Abbreviations are very commonly used in want-ads and it is very important for you to know them. A number of examples appear in lines 11-15. For example, "lic." (line 11) means "licensed". Look for other examples on page 7 and then look for their meaning in Appendix A. Then look at these other examples of want-ads and try to understand the abbreviations given there. Read the ads first. Use the Appendix only if you can't understand.

1. Pt. Time M/F desk clerk for legal dept. Exper. nec. typ req. Trans. available.
 Gd. Sal. 463-7071.
2. Need exp'd tractor driver. Perm. wknds. Apply M-F for appt. Ref. Requ.
 743-5332.
3. Woman exper in hswk. Lt. work. Good hrly \$\$\$. Ask for Ms. Baruni. Apple
 Bldg. Apt. 6.
4. M/F mech. Exper in trk maint. Must be accurate and rel. Perm job. \$12000
 yrly.

READING II

READING I showed one source of information about jobs. Other sources are:

1. bulletin boards at supermarkets and laundromats;
2. labor unions;
3. state and private employment agencies;
4. the Yellow Pages of the telephone book.

Some of these will appear in the following units. For the moment, let's look at the last one. Here are three samples from the yellow pages of a phone book. Decide quickly which one(s) would be of interest to Wu.

S P E C I M E N 1

ELECTRO-

Painters See

Hospital Equipment &

Supplies -----436-438

Office Furniture & Equipment

Repairing &

Refinishing -----579

Office Furniture &

Equipment - Used -----579

Painting Contractors -----597-600

Plating -----651,652

Polishing See Plating -----651,652

ELECTRODE HOLDERS See

Welding Equipment &

Supplies -----944-946

ELECTROLOGIST See Electrolysis -----315

ELECTROLYSIS -----315

ELECTROLYSIS EQUIPMENT &

SUPPLIES -----315

ELECTRON BEAM WELDING See

Welding -----942-944

S P E C I M E N 2

EMERGENCY-

Ambulance Service -----76,77

Medical Records See

Health Recording Service -----426

Railroad Repair Service See

Railroad Contractors -----687

Road Service See

Road Service-

Automotive -----734,735

Service Stations-

Gasoline & Oil -----773-788

EMERY - CLOTH, DISCS, PAPER, ETC. See

Abrasives -----52

S P E C I M E N 2 (Cont'd)

Industrial Equipment & Supplies -----	445
EMERY WHEELS See	
Grinding Wheels -----	418
EMPLOYEE BADGES See	
Badges -----	143
EMPLOYMENT-	
Agencies -----	317-321
Contractors - Temporary	
Help -----	321
Resume Service -----	732
ENAMELING, JAPANING & LACQUERING -----	321

Comprehension. Choose the Statement that is closest to the truth.

1. The Yellow Pages are important for a person who is unemployed.
 - a. The Yellow Pages contain information about employers and other people who know where workers are needed.
 - b. The Yellow Pages contain information about working hours, shifts and safety on the job.
 - c. The Yellow Pages contain information about pay, raises, and promotions.
 - d. The Yellow Pages contain information about fringe benefits such as health and hospitalization insurance, bonuses and retirement plans.
2. Do you think
 - a. No, because it mentions occupations for people with more training than has.
 - b. Yes, because there are some jobs offered in which Wu has some experience.
 - c. No, because the Yellow Pages offer services, not jobs.
 - d. Yes, because the activities listed in Specimen 1 offer the possibility of more training.
3. Do you think
 - a. No, it lists very specialized occupations.
 - b. Yes, it lists a lot of occupations in which has experience.
 - c. No, it only gives addresses of organizations connected with transport and medical services.
 - d. Yes, it indicates the page(s) where can find out about job opportunities.

S P E C I M E N 3

ALLING PERSONNEL SERVICE

A P S

PROFESSIONAL CONSULTANTS

Administrative * Accountants

* Clerical * Engineers *

Executives * Medical *

Salesmen * Secretarial * Teachers

* Technical * Typists * Etc.

Free Parking

Licensed Employment Agency

"FOR INFORMATION CALL"

ALLING PERSONNEL SERVICE

904E38 -----555-6263

S P E C I M E N 4

DAVE LEWIS PERSONNEL

978E69th-----555-3419

*Executive, Sales, Marketing

*Technical, Engineering, Manufacturing

*Administrative, Accounting, Data Processing

*Clerical, Secretarial, Key punch, Bookkeeping

Interviewing room available in our office.

Qualified Professional Consultants.

Member National, State and Local Employment A'ssns.

Licensed Employment Agency

SPECIMEN 5



INDIANA
STATE
EMPLOYMENT
SERVICE

-C o n f i d e n t i a l

MANPOWER SERVICES

Testing
Counselling
Vocational Training
Job Placement

NO FEE TO
APPLICANT OR
EMPLOYER

APPRENTICE
INFORMATION
CENTER

Private
Interviewing
Offices

UNEMPLOYMENT
INSURANCE

*Clerical
*Sales
*Professional
639-6641
141 W. Georgia

Employment
Opportunity
Center
639-6641
141 W. Georgia

*Industrial
*Service
*Domestic
639-6641
141 W. Georgia

Comprehension

Vocabulary

1. personnel
(line 1)

a. men and women at a party.
b. men and women at a place of work.

- (1)
 - c. men and women watching a concert.
 - d. men and women watching a movie.
2. consultants
(line 3)
 - a. persons who consult.
 - b. persons who give technical information.
 - c. persons who work in offices.
 - d. persons who need technical information.
3. clerical
(line 20)
 - a. personnel who works in factories.
 - b. personnel who works in laboratories.
 - c. personnel who works in churches.
 - d. personnel who works in offices.
4. sales
(line 17)
 - a. personnel who buys.
 - b. clerical personnel.
 - c. personnel who sells.
 - d. engineering personnel.
5. available
(line 21)
 - a. it can be used.
 - b. it can be seen.
 - c. it can be heard.
 - d. it can be told.
6. manpower
(line 30)
 - a. people who need jobs.
 - b. personnel available.
 - c. people who need services.
7. fee
(line 35)
 - a. money paid daily.
 - b. money paid for clerical services.
 - c. money paid weekly.
 - d. money paid for professional services.
8. insurance
(line 39)
 - a. an organization promises money to build new houses, factories and laboratories.
 - b. a company promises money for individuals to buy cars and home appliances.
 - c. an organization promises to pay in case of unemployment, illness or accident.
 - d. a company promises to pay to open new installations and create new jobs.

Reading Comprehension

1. What types of organizations do the specimens show?
 - a. Corporations that require highly specialized personnel.
 - b. Organizations that find jobs for people who need employment.
 - c. Institutions that provide temporary personnel for other organizations.
 - d. Organizations that give money and other help to unemployed persons.
2. Study the ad for the APS agency. Is this convenient for Wu?
 - a. Possibly no, because their fees are very high.
 - b. Possibly yes, because it is not limited to professionals and executives.
 - c. Possibly no, because it is limited to professional and executive personnel.
 - d. The ad does not give sufficient information to decide.
3. Study the ad for the Dave Lewis Agency. Is this convenient for ...
 - a. Possibly yes, because the list of the agency includes the types of job can do.
 - b. Possibly no, because the cost of the services is too high for
 - c. Possibly yes, because the cost of the services is not too high for
 - d. Possibly no, because the list of the agency does not include the jobs can do.
4. What does "978 E69th" (line 16) mean?
 - a. It is the street where the agency is.
 - b. It is the address of the agency.
 - c. It is the area code of the agency telephone.
 - d. It is the agency's zip code.
5. Study the ad for the Indiana State Employment Service. Is this convenient for
 - a. Possibly no, because does not want a job with state organizations.
 - b. Possibly yes, because it offers private interviewing offices.
 - c. Possibly no, because state institutions require more experience.
 - d. Possibly yes, because its services are free.
6. Who must pay to use the services of the Indiana State Employment Service?
 - a. Nobody.
 - b. The employer.
 - c. The employee.
 - d. The employer and the potential employee.

7. Look at the figure of the man and woman in the ISES ad. Why is it black and white?
- a. Because the Service works day and night.
 - b. Because people of all races have equal opportunities when they use the Service.
 - c. Because the Service gives opportunities depending on the race of the unemployed person.
 - d. Because the services of the ISES are confidential.

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310 Special Project (1980)
Developing and Validating Materials
for Adult Basic Ed.

UNIT 2

PART I

READING I

In the dialog for Unit 1 Jack asks Dinh two very important questions. They are: "What is your experience?" and "What did you like best?". The answers to these questions give you an idea of what types of occupation to apply for.

In addition to these questions, it is also important to know which occupation is right for you. There are 30,000 different types of jobs in the United States today. Let us look at occupations and how they are classified. That helps you to find out in what group your talents belong.

Occupations can be classified into eight major categories, which we will number from 1 to 8.

Category 1 includes persons who are interested in mechanical work, and enjoy working with their hands and using tools and machinery.

In category 2 we find people who do numerical work, and who are able to do figures and mathematical calculations.

Category 3 groups employees with technical skills, people who like scientific or engineering work.

Personnel with an ability to work with other people, especially in selling or demonstrating, are grouped in category 4.

Category 5 brings together those persons interested in office work and business procedures (clerical work).

Persons with creative inclinations in artistic activities are included in category 6. This group covers a wide range of interests, from music to arts and crafts.

The interest and ability to work out of doors, on your own, is a characteristic of members of category 7. Transport workers are among those in this group.

Finally, there is category 8. Members of this group usually show a preference for working with words and concepts as well as with people.

These are then the major types of occupations. Members of each of these

groups can be either skilled or semi-skilled. A skilled worker is a person who has the experience and sometimes the training for the job he wants to get. A semi-skilled person only has minimal experience and training. What occupational category do you belong to? How do you classify yourself, as skilled or semi-skilled?

A. Comprehension

Vocabulary

(a) Select the best synonym for these words from Reading 1.

1. in addition

(1.4)

- a. however.
- b. therefore.
- c. besides.
- d. never.

2. belong

(1.7)

- a. are a part of.
- b. are included.
- c. are a member of.
- d. a, b and c.

3. talents

(1.7)

- a. skills.
- b. abilities.
- c. capabilities.
- d. a, b and c.

4. major

(1.8)

- a. important.
- b. enormous.
- c. very small.
- d. insignificant.

5. enjoy

(1.10)

- a. dislike.
- b. approve.
- c. like.
- d. suffer.

6. tools

(1.11)

- a. balls, rackets and nets.
- b. saws, hammers and pliers.
- c. forks, knives and spoons.
- d. pens, pencils and paper.

7. procedures

(1. 19)

- a. a set of coordinated actions.
- b. a set of automatic tools.

(7)

8. range

(1.21)

9. crafts

(1.22)

c. a group of trained workers.

d. a group of semi-skilled workers.

a. uniformity.

b. unity.

c. variety.

d. order.

a. jobs that require mathematical skills.

b. jobs that require manual skills.

c. jobs that require verbal skills.

d. jobs that require writing skills.

(b) These figures illustrate some examples of occupations. They all belong to the categories discussed in Reading 1. Then there is a list of the names of these and other occupations. Write the correct name of the occupation below the figures.





chemist
computer operator
singer
stenographer

teacher
footballplayer
draftsman
commercial
artist

painter
auto salesman
nurse
truck driver
bookkeeper

- (c) Complete this classification diagram with the correct examples of occupations. These are given in disorder in the list following the diagrams. Use a dictionary or consult your teacher if you do not understand some of the occupations listed.

CATEGORY 1

CATEGORY 2

--

CATEGORY 3

CATEGORY 4

CATEGORY 5

--

CATEGORY 6

CATEGORY 7

--

CATEGORY 8

lawyer
bookkeeper
stenographer
musician
mechanic

minister
carpenter
household appliance demonstrator
chemist
electrician

forest ranger
surgeon
craftsman
auto salesman
bank teller
truck driver

sales clerk
file clerk
teacher
commercial artist
draftsman

Reading Comprehension

The statements and questions that follow are about Reading 1. Read them carefully and select the alternative which best reflects the ideas in the reading.

1. Using tools and machines requires an ability with your hands.
 - a. Yes, an ability with numbers is important for mechanical work.
 - b. Yes, the capacity to classify documents is essential in this kind of work.
 - c. Yes, manual dexterity is important for mechanical work.
 - d. Yes, an interest in work with people is essential to work with tools and machinery.
2. What type of skills are needed by a person who works as a bank teller?



- a. Organizational skills to plan and make decisions.
- b. Skills to program computer systems.
- c. Manual skills to operate complex tools.
- d. Numerical skills to work with figures.

3. Which type of employee requires a specially good ability to work with people?
 - a. A truck driver.
 - b. A salesman.
 - c. A draftsman.
 - d. A file clerk.
4. Which of these are employees doing clerical work?
 - a. File clerks.
 - b. Salesmen.
 - c. Priests.
 - d. Truck drivers.
5. Which of these pairs are members of Category 6?
 - a. A carpenter and an electrician.
 - b. A bank teller and a bookkeeper.
 - c. An actor and a rock singer.
 - d. A receptionist and a file clerk.
6. One of these is a member of category 7.
 - a. An airline pilot.
 - b. A teacher.
 - c. A construction worker.
 - d. An auto mechanic.
7. One of these is an example of category 8.
 - a. The manager of a large plant.
 - b. The technician in a computer installation.
 - c. The priest in a Catholic church.
 - d. The administrator in a university department

B. Reading Expansion

Here is an occupational self-inventory. This is frequently used by people who advise persons who are looking for work (occupational or vocational counselors). Read the inventory carefully and indicate your opinion by means of a check mark (✓).

OCCUPATIONAL SELF - INVENTORY

a. Your abilities, talents and strong points.

	Low	Average	High
Manual ability			
Numerical ability			
Technical or scientific ability			
Ability to work with people			
Ability to do office work			
Ability to be creative artistically			
Ability to do independent work out of doors			
Ability to work with ideas and people			

b. Jobs you would like to do.

Type of Work	Dislike	Indifferent	Like
Mechanical			
Arithmetical			
Technical/scientific			
Sales			
Artistic			
Transport			
Ideas/people			

READING II

Here is the index to the classified directory of a newspaper. Study it and find the section relevant to Unit 2.

CLASSIFIED DIRECTORY

Announcements 2—Cards of Thanks 3—In Memoriam 4—Special Notices 5—Personals 7—Business Notices 8—Dining-Entertainment 9—Travel and Excursion 11—Lost and Found 12—Instructions 13—Income Tax Services 16—Happy Ads	44—House for Rent, Furnished 45—Mobile Homes for Rent 47—Apartments, Furnished 48—Apartments, Unfurnished 51—Resort Property for Rent 53—Stores, Offices, Business Rooms 54—Storage Facilities for Rent 55—Wanted to Rent 57—Farms for Rent 58—Miscellaneous for Rent 59—Lots for Rent	68—Managerial 67—Administrative, Professional 98—Administrative, Trainees 101—Sales-Agents 103—Farm Employment 105—Domestic-Child Care, Inc. 107—Part Time Employment 108—Miscellaneous Employment 111—Full Time Employment Wanted 112—Part Time Employment Wanted 113—Housework Wanted 115—Student Employment	138—Antiques 141—Collectors Items, Hobbies, etc. 143—Office Equipment 145—Merchandise for Rent 146—Chain Saws 147—Building Materials 148—Industrial Equipment 151—Outdoor Living 153—Fruits, Vegetables, etc. 155—Radio, Hi-Fi, Stereo, TV, CB's 157—Musical Instruments 158—Seeds, Lawn and Garden Supplies 160—Plants and Flowers 161—Pets and Supplies 163—Wood and Fuel 165—Want to Buy
Call An Expert 21—Appliance, Motor Repair 23—Television, Radio Repair 25—Building, Contracting, etc. 27—Painting, Papering, etc. 29—Plumbing, Heating, Air Conditioning 31—Cleaning, Upholstering 33—Hauling Services 36—Moving, Trucking, Storage 38—Saw Sharpening 37—Professional Services 38—Convalescent Care 38—Miscellaneous Services	Real Estate 61—Real Estate Wanted 62—Property Management 63—Business Property 66—Industrial Property 67—Income Property 68—Resort Property 70—Out of Town Property 71—Farms Wanted 73—Farms for Sale 74—Acreage for Sale 75—Lots for Sale 77—Houses for Sale	Financial 121—Money to Lend 123—Insurance 125—Business Opportunity 127—Business Opportunities Wanted	Farmers Market Place 171—Poultry and Supplies 173—Livestock 175—Feed, Hay, Grain 177—Farm Machinery, Supplies 178—Farm Miscellaneous 179—Farm Auction
Real Estate Rentals 41—Rooms for Rent 42—Subleasing, Roommates Wanted 43—House for Rent, Unfurnished	Employment 91—Office, Clerical 93—Stores, Restaurants 95—Skilled, Semi-Skilled, etc.	Merchandise 131—Do-It-Yourself 132—Absolutely Free 133—Garage, Rummage Sales 138—Household Goods 138—Bargain Corner 137—Miscellaneous for Sale 138—Garden Tractors-Lawn Mowers	Automotive 181—Mobile Homes 183—Motorcycles, Scooters 184—Snowmobiles 185—Trucks, Trailers 187—Auto Repairs, Supplies 188—Import Sports Cars 189—Automobiles for Sale

Now here is another list of occupations. Indicate in which of the categories of the classified directory you include each of the jobs listed. Consult your teacher or a dictionary if you are in doubt about some of the words.

janitor
 manager
 computer operator
 telephone operator
 pharmacy clerk

bartender
 physician
 electrician
 bookkeeper
 lab assistant

baby-sitter
 desk clerk
 vocational counsellor
 waitress

P A R T I IREADING I

TESTING FOR A JOB

Many organizations require applicants for jobs to take tests of various types. Very frequently these are tests of intelligence or general aptitude. Sometimes the tests may also include some specific aptitudes, personality traits, and interests.

If you left school a long time ago, you may feel apprehensive about the tests. You may feel that the test does not reflect your real ability to do the job. But remember two very important factors. Firstly, the tests given to not require preparation in advance because they measure your natural abilities. So there is no need to be anxious and spend a night preparing for the test.

Secondly, your scores on the tests are only one of the many factors the employer considers about you. Your previous experience, your knowledge of English and your occupational interests also influence the employer's decision.

Many tests have time limits. The instructor will tell you how much time you have. Listen carefully to the instructions he gives. If you do not understand, ask questions in order to be sure. Ask your questions before the test begins.

After you start the test, work carefully and without interruptions. Do not spend too much time on any one question; come back to the most difficult problems once you complete the other ones.

When the test is over, do not be anxious about a higher score. Most vocational tests are well constructed so your score does not change much if you take it again. Remember that the employer considers your score as only one indicator of your abilities.

(Adapted from Merchandising your job talents.

U. S. Department of Labor, 1980)

C o m p r e h e n s i o n

Vocabulary. Select the best alternative for these expressions from the reading above.

1. aptitude

(1.2)

a. Occupational background and experience.

b. Good disposition to do a job.

c. Natural talent or skill.

d. Positive attitude to people.

2. traits

(1.3)

a. characteristics.

b. features.

- | | |
|-----------------|----------------------|
| (2) | c. peculiarities. |
| | d. a, b and c. |
| 3. apprehensive | a. worried |
| (1.4) | b. calm. |
| | c. quiet. |
| | d. happy. |
| 4. scores | a. amount of money. |
| (1.9) | b. number of items. |
| | c. amount of effort. |
| | d. number of points. |
| 5. carefully | a. indifferently. |
| (1.13) | b. alternatively. |
| | c. attentively. |
| | d. carelessly. |
| 6. once | a. always. |
| (1.17) | b. after. |
| | c. before. |
| | d. when. |
| 7. over | a. finished. |
| (1.18) | b. begun. |
| | c. administered. |
| | d. corrected. |

Reading Comprehension. These statements and questions are about Reading I.
Select the alternatives which best reflect the ideas in the Reading.

1. Applicants for a job are frequently tested.
 - a. The organization takes the test.
 - b. The applicant gives the test.
 - c. The organization is tested.
 - d. The applicant takes the test.
2. What is measured in the tests?
 - a. The applicant's personality and natural abilities.
 - b. The applicant's racial traits and physical condition.
 - c. The applicant's social status and family connections.
 - d. The applicant's knowledge of the job he is applying for.

3. Must the applicant study for an aptitude test?
 - a. Yes, because he needs to know the technical aspects of the job.
 - b. No, because the tests concentrates on natural abilities.
 - c. Yes, because preparation is important in taking tests of any type.
 - d. No, because the test emphasizes the applicant's likes and dislikes.
4. You find a series of difficult questions on a test. What do you do?
 - a. I answer them once I answer the easy ones.
 - b. I read them carefully until I answer them.
 - c. I ask the instructor for the answers.
 - d. I consult the dictionary to find the answers.
5. You take a vocational test. You are not happy with your score. You take the test for a second time. What is your most probable second score?
 - a. Much higher.
 - b. Higher.
 - c. Lower.
 - d. Approximately the same.

P A R T I I

READING I

OCCUPATIONAL CATEGORIES AND TYPES OF TESTS

In PART I of this Unit we studied occupational categories. We also gave a brief introduction to tests and their importance. In this section we give some examples of the questions you can expect in the tests that an organization may require.

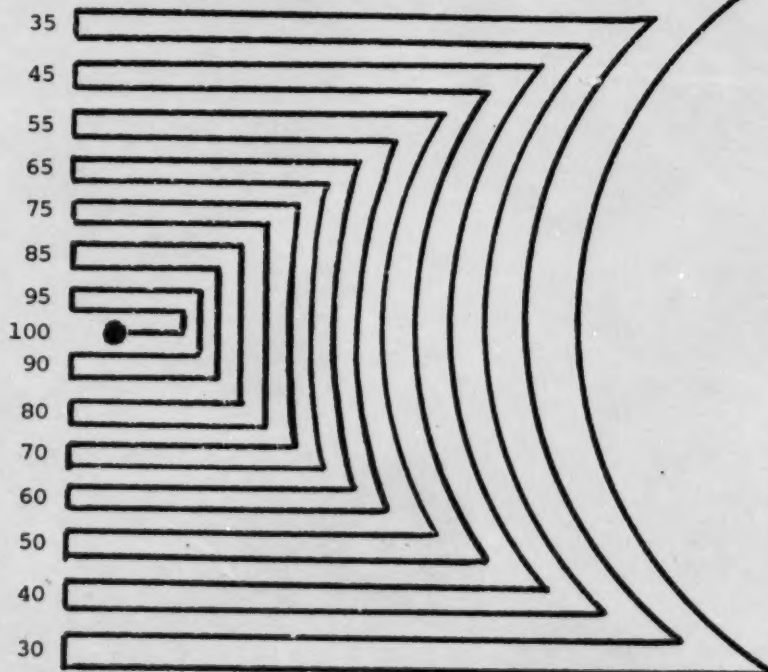
Suppose you are a member of Category 1 (mechanical occupations.) Your employer is interested in your manual ability. This is an example from a test for such a skill. Read it, but do not complete it unless you wish to.

SPECIMEN 1

INSTRUCTIONS

Draw a continuous line between the black lines. Begin where indicated. Approach number 100 as much as possible within the limit of two minutes.

Begin Here



Another example of a test item is for technical personnel. Read it carefully.

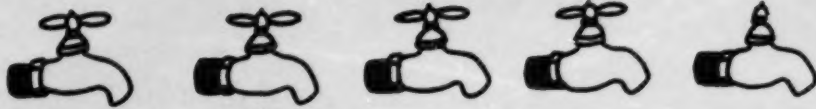
SPECIMEN 2

INSTRUCTIONS

Here are four sets of drawings. Find the objects in each set which are not identical. Use a circle to indicate the objects which are not identical.

45

SET 1



50

SET 2



55

SET 3



60

SET 4



65

Now, imagine that you are a member of Category 2. Your test is about numerical ability. Here is a sample from a test about addition, subtraction, multiplication and division.

S P E C I M E N 3

INSTRUCTIONS

The following item contains two additions, two subtractions, two multiplications and two divisions. Five possible results are indicated for each operation. Decide which ones are the correct results. Time: 5 minutes.

$90 + 35 =$	65	125	55	120	121
$56 + 31 =$	86	25	97	75	87
$48 - 35 =$	18	13	3	15	23
$97 - 59 =$	39	16	38	36	48
$64 \times 7 =$	568	450	448	442	508
$69 \times 5 =$	344	355	345	346	335
$408 \div 8 =$	50	68	58	51	41
$128 \div 2 =$	64	57	68	63	79

Finally, we give an example from a test for clerical aptitude. You probably remember that this aptitude is connected with office work.

S P E C I M E N 4

INSTRUCTIONS

Here is a set of symbols (set 1) and their corresponding marks (set 2).

SET 1	#	*	!	%	+	(	&	)	?	/
SET 2										

Now, look at these symbols and write the corresponding marks.

Symbols	%	?	)	*	(	+	!	/	#	&
Marks										

Symbols

(	%	)	+	!

Marks

Remember that the tests that your employer may need do not measure how much you know or study. They measure your natural skills or the skills you have from experience. And for that you do not require any study or previous preparation.

(Specimens 1 - 4 have been taken from P. A. Schwartz and R. E. Krug Ability Testing in Developing Countries: A Handbook of Principles and Techniques, New York: Praeger Publishers, 1972)

A. Comprehension

Vocabulary. Select the best alternative for these expressions from the Reading.

- | | |
|------------------------|--|
| 1. brief
(1.2) | a. long.
b. extended.
c. short.
d. complex. |
| 2. approach
(1.10) | a. go near.
b. go far.
c. stop.
d. begin. |
| 3. item
(1.39) | a. testing equipment.
b. test supervisor.
c. testing situation.
d. test question. |
| 4. sets
(1.41) | a. bunches.
b. groups.
c. pairs.
d. piles. |
| 5. identical
(1.42) | a. exactly similar.
b. approximately similar.
c. approximately different.
d. totally different. |
| 6. sample
(1.66) | a. specimen.
b. example.
c. model.
d. a, b and c. |

7. following
(1.70)

- a. next.
- b. previous.
- c. future.
- d. above.

Reading Comprehension. These statements and questions are about the Reading.
Select the alternatives that best reflect the ideas there.

1. What must the applicant do in Specimen 1?
 - a. Go from the beginning to 100 in under two minutes.
 - b. Begin the test in two minutes.
 - c. Come as near 100 as he can in two minutes.
 - d. Go from the beginning to 100 in more than two minutes.
2. How must the applicant indicate the correct alternatives in Specimen 2?
 - a. Like this:



- b. Like this:



- c. Like this:



- d. Like this:



3. One of these is a division.

- a. $54 \div 2 = 27$
- b. $10 : 5$
- c. $57 \times 5 = 285$
- d. $57 - 33 = 24$

4. What must the applicant do in Specimen 4?

- a. Memorize the marks.
- b. Recognize quickly which symbol corresponds to which mark.

- (4) c. Complete the marks that correspond to each symbol.
- d. Analyze the relationship between marks and symbols.

Optional

B. Reading Expansion. Give the answers to Specimens 1-4 in the items indicated:

- Specimen 1: two minutes.
- Specimen 2: twenty seconds.
- Specimen 3: five minutes.
- Specimen 4: twenty seconds.

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Developing and Validating Materials
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UNIT 3

PART I

DIALOG

Dinh has decided to go to the Indiana State Employment Service. He needs this organization to begin looking for work. He enters the ISES office and this is what he sees:



Now here is the conversation between Dinh and the receptionist.

Receptionist: Hi, May I help you?

Dinh: Yes, I want to apply for a job. What do I have to do?

Receptionist: Well, let's see. What kind of work do you like?

5 Dinh: Huuhh (Mmmm) . . . I can repair furniture and paint walls. Semi-skilled work, you see.

Receptionist: Right. What's your educational background?

Dinh: Pardon? I don't understand.

Receptionist: Have you completed elementary school?

10 Dinh: Ah, yes. I also have one year in secondary school.

Receptionist: Fine. Where did you go to school?

Dinh: In my home country.

Receptionist: O.K. Have you done any work here in the U.S.?

15 Dinh: Yes. I was a carpenter's assistant for Loeb's, Inc. I left two months ago.

Receptionist: Why did you leave?

Dinh: It was a temporary job.

Receptionist: Oh, I see. All right, here is an application form. Fill it out. Can you do it now?

20 Dinh: Weeell, I don't know. It looks complicated. I may need help. Can you wait?

Receptionist: Sure.

A. Comprehension

Dialog Comprehension

Choose the best answer to the following statements and questions about the Dialog.

1. Why is Dinh going to use the services of the ISES?
 - a. Because they are going to give him a job with ISES.
 - b. Because the ISES has information about occupations.
 - c. Because he is going to work with Loeb's, Inc.
 - d. Because he has a friend in ISES.
2. Dinh talks with the receptionist. What does the receptionist do immediately?

- a. The receptionist asks about the type of work Dinh prefers.
 - b. The receptionist asks for Dinh's social security number.
 - c. The receptionist asks about Dinh's nationality and passport.
 - d. The receptionist asks about Dinh's health and physical condition.
3. The next question is about educational background. What does it mean?
 - a. The question is about Dinh's teaching experience.
 - b. The question is about Dinh's reading habits.
 - c. The question is about Dinh's family and connections.
 - d. The question is about Dinh's elementary and secondary school.
 4. What is Dinh's educational background?
 - a. Dinh has full college education and one year of graduate work.
 - b. Dinh has never gone to school.
 - c. Dinh has full elementary school and one year of high school.
 - d. Dinh has full elementary and high school studies.
 5. What is Dinh's occupational experience in the U.S.?
 - a. Dinh has no occupational experience in the U.S.
 - b. Dinh had a full-time job in the U.S.
 - c. Dinh had a job but it was not a permanent one.
 - d. Dinh had many permanent jobs in his home country.
 6. The receptionist gives Dinh a form to fill out.
 - a. Dinh needs some time to fill it out.
 - b. Dinh takes the form home to fill out.
 - c. Dinh fills out the form immediately.
 - d. Dinh helps the receptionist to fill out his form.

B. Dialog Expansion

Here is the dialog again but this time it is incomplete. This time you complete it by adding information about your own situation. Go to Units 1 and 2 or consult your teacher if you need information or help.

Receptionist: Hi. May I help you?

You : _____

Receptionist: Well, let's see. What kind of work do you like?

You : _____

Receptionist: Right. What's your educational background?
You : _____

Receptionist: Have you completed elementary school?
You : _____
Receptionist: Fine. Where did you go to school?
You : _____
Receptionist: O.K. Have you done any work here in the U.S.?
You : _____
Receptionist: Why did you leave?
You : _____
Receptionist: Oh, I see. All right, here's an application form. Fill it out. Can you do it here?
You : _____

Receptionist: Sure.

READING

In Units 1 and 2 we discussed sources of information about jobs. We mentioned friends and relatives, the want-ads in newspapers, the yellow pages in the telephone book, and also employment agencies. We also discussed ways to know your abilities and strong points, and we showed how newspapers and the telephone book can help you find the job you want.

But large numbers of occupations are not advertised, that is, they do not appear in the telephone book or in the papers. The employment agencies know about these jobs. They specialize in jobs which are not advertised. In this unit, we want to look at the organizations that specialize in studying the occupational skills of people and finding the right jobs for them. Remember that the Civil Rights Act of 1964 requires public and private employment agencies to serve applicants of any race, color, religion, sex, or national origin. Let us look at the state employment services first.

The state employment services have extensive and complete lists of job

15 opportunities for many occupational categories. They have about 2500 local
offices in all parts of the country. They operate computerized job banks in
all major cities and in many towns as well. These job banks maintain up-to-
the-minute information on all openings in metropolitan or larger areas for
people who apply to the employment service in the area. In this way, they have
20 daily contacts with thousands of potential employers. The state employment
agencies also provide vocational aptitude testing. And they charge no fee for
all these services. These are then the main activities of a state employment
agency. Another type of service appears in PART II, Reading 1.

The private employment agencies do about the same job as the state ones.
25 Some private operators specialize in a few occupations. Remember the private
agencies listed in Unit 1, page 12. A few agencies of this type charge the
applicant a fee for placement but most agencies collect their fees from the
employer.

The fee charged to the applicant is tax-deductible. This means that when
30 the applicant fills out his income tax form, he can include the fee he paid.
The amount he pays for taxes is then smaller by the amount he paid for fees
to the agency. In a few agencies, the applicant pays only if he gets the job.
Sometimes, the agency offers free vocational counseling, that is, the agency
counselor informs the applicant about his occupational talents and strong
35 points.

The employment training service is a third type of employment organization.
Such a public organization is useful when you do not have a clear idea of your
occupational abilities. Perhaps you have trouble with the questions on a job
application form, or you are anxious about an interview or a test. The employ-
40 ment training service can help you to prepare in all these job-getting activities.

A. C o m p r e h e n s i o n

Vocabulary

Select the best synonym for these words from the Reading.

1. Act

(line 11)

a. action

b. activity

c. application

d. law

2. extensive
(line 14)
 - a. short
 - b. long
 - c. large
 - d. incomplete
3. banks
(line 16)
 - a. organizations which receive and lend money.
 - b. lists of information in a computer
 - c. buildings where money is kept
 - d. all the above
4. openings
(line 18)
 - a. jobs
 - b. doors and windows
 - c. want-ads
 - d. lists
5. provide
(line 21)
 - a. rent
 - b. sell
 - c. give
 - d. pay
6. placement
(line 27)
 - a. finding an occupation for a person
 - b. finding a house for a person
 - c. finding a marriage partner for a person
 - d. all the above
7. income tax
(line 30)
 - a. money paid to an employee
 - b. money paid to the government
 - c. money paid to a private employment agency
 - d. money paid to an employer
8. trouble
(line 38)
 - a. difficulty
 - b. facility
 - c. ability
 - d. incapacity

Reading Comprehension

Choose the best answer to these statements and questions about the Reading.

1. All occupations appear in either the yellow pages or in the newspapers.
 - a. No, many are only in the lists of private or public employment agencies.
 - b. Yes, because the telephone book and the newspapers are connected with all potential employees.
 - c. No, because the telephone book and the newspapers are not interested in jobs.
 - d. Yes, because the telephone book and the newspapers are connected with the main job banks.
2. The employment agencies provide vocational testing. What does this mean?
 - a. They inform the applicant about job openings in metropolitan areas.
 - b. They inform the applicant about his aptitude for a job or activity.
 - c. They inform the applicant about the types of tests that potential employers require.
 - d. They inform the applicant about his specialized knowledge and level of training.
3. The state employment agencies specialize in a few occupations only.
 - a. Yes, they think it is easier to operate that way.
 - b. No, they think it is not efficient to operate that way.
 - c. Yes, they cover a small range of the occupational market.
 - d. No, they cover the whole range of occupations.
4. What can you say about the fee of a private employment agency?
 - a. It is collected by the employee.
 - b. It is collected by the employer.
 - c. It is tax-deductible.
 - d. It is up-to-the-minute.
5. What can you say about the fee in other private employment agencies?
 - a. The applicant pays only for placement.
 - b. The applicant pays only for payment.
 - c. The applicant pays only for applying.
 - d. The applicant pays only for interviewing.
6. What is the purpose of the employment training service?

- a. To prepare the unemployed in modern industrial techniques.
 - b. To train the applicant in skills for operating computers.
 - c. To train the applicant in vocational aptitudes.
 - d. To train the applicant in techniques for securing a job.
7. Only ONE of these is NOT a purpose of an employment training service.
- a. To reduce interview and test anxiety in the applicant.
 - b. To inform the applicant about the working conditions in the job he will do.
 - c. To inform the applicant about job application forms and how to fill them out correctly.
 - d. To inform the applicant about his aptitude and skills.
8. Which of these is important in getting a job?
- a. race
 - b. religion
 - c. color
 - d. ability

PART IIREADING 1

ceta works.

5 You want a job, but it seems that
things keep getting in the way. For
one, it's hard to know what you want
to do, and what you're best at.
Perhaps you don't know how to
answer all the questions on job
10 application forms. Interviews can be
frightening. Some employers might
expect you to have a work record in
their field, and you have none. Often
employers ask for schooling or
training, but you can't afford it, or
15 someone to take care of your children
while you're in class, or the cost of
your next meal.

CETA can help you prepare for a job
and find one. CETA stands for the
20 Comprehensive Employment and
Training Act. It is a federal job
training and job finding program.
CETA's services are free, confidential,
and tailored to you. You get only
25 those services you need to move you
toward a permanent career. At all
times you work with the local CETA
staff in Department of Career
Development in deciding your
30 employment plan.

Sponsored By:



TIPPECANOE COUNTY
BOARD OF COUNTY COMMISSIONERS

A. Comprehension**Vocabulary**

Select the best alternative for these words and expressions from Reading 1.

1. things keep getting in the way
(line 4)
 - a. There are new problems now.
 - b. You develop new ways for old problems.
 - c. You use old ways for new problems.
 - d. There are new problems all the time.
2. For one
(line 4-5)
 - a. to begin with
 - b. to end with
 - c. however
 - d. on the other hand
3. frightening
(line 10)
 - a. They make you feel happy.
 - b. They make you feel sad.
 - c. They make you feel afraid.
 - d. They make you feel sleepy.
4. might expect
(line 10-11)
 - a. certainly expect
 - b. possibly expect
 - c. usually expect
 - d. never expect
5. you can't afford
(line 14)
 - a. You can't pay.
 - b. You can't attend.
 - c. You can't work.
 - d. You can't sleep.
6. stands for
(line 19)
 - a. results
 - b. speaks
 - c. means
 - d. alternates
7. Comprehensive
 - a. It understands much.
 - b. It excludes much.
 - c. It eliminates much.
 - d. It includes much.

Reading Comprehension

- (a) Study the first paragraph. It is about obstacles to getting a job. A summary of the principal obstacles appears below.

1. _____
 2. _____
 3. _____
 4. _____
 5. _____
- (a) _____
 - (b) _____
 - (c) _____
 - (d) _____

Here is a list of the obstacles. They are not in the order in which they appear in the first paragraph. Complete the summary above with the obstacles in the right order.

- (b) training
- Knowledge of your abilities
- Anxiety in interviews
- (a) education
- Difficult questions in forms
- Lack of money for
- (d) food
- Lack of experience in field of work
- (c) a baby-sitter

- (b) These statements and questions are about the second paragraph in Reading 1. Choose the best answer.

1. What does CETA do?
 - a. It trains people to find jobs only.
 - b. It trains people to work in specific jobs.
 - c. It trains a person to work in a variety of jobs.
 - d. All the above.
2. CETA is a federal job training and job finding program.
 - a. It is a program for federal jobs only.
 - b. It is a program from the federal government.
 - c. It is a program for jobs in private companies only.
 - d. It is a program from the state government.
3. What does CETA help you to get?

- a. Free confidential information.
- b. A temporary position.
- c. Technical training.
- d. A permanent job.

READING 2

You qualify for CETA if you are poor or out of work. Depending on your situation, CETA can offer you one or more of the following services, with the goal of moving you toward a permanent job.

your own plan

It takes about thirty minutes to fill out an application form. When you are enrolled, CETA staff will spend about two weeks with you, helping you determine what you want to do and what you'll be good at. Then, together with the staff you'll draw up a job plan with some of the services that follow.

schooling

Your plan may include attendance at vocational or other training schools, to learn anything from building maintenance to mechanics, to health occupations and clerical and office skills. CETA covers costs of training and pays an allowance based on the number of hours of schooling.

experience

When you have a clear job goal in mind, you will be encouraged to get experience under actual working conditions. CETA has a variety of tools to accomplish this:

Work experience, where you would work for a short period of time in a public or a private non-profit agency, and CETA pays the employer for training costs.

On-the-job training, where you would work for a private employer and CETA pays the employer for training costs.

Public service employment, where you would be referred to temporary jobs in schools, government or other service agencies and your wages would be paid by the agency with CETA funds.

jobs

Above all, CETA staff want to help you find a job in private business. Sometimes this means first helping you to build education, skills, or a work record. Even then, our goal is always to move you into a job as soon as you are ready.

expenses

CETA can pay for expenses that can get in the way of job training. Included could be payment for health and medical care, child care, and transportation. These services help improve your chances for success. We will refer you to other agencies for services you might need.

Services designed just for you.

THE FIRST STEP is to drop by or call us. We'll work with you from there.



ADMINISTERED BY
TIPPECANOE COUNTY
DEPARTMENT OF
CAREER DEVELOPMENT
COUNTY OFFICE BUILDING
LAFAYETTE, INDIANA 47901 317-423-9201

A. Comprehension**Vocabulary**

Choose the best synonym for these words and expressions from Reading 2.

- | | |
|----------------------------|--|
| 1. you qualify
(line 1) | a. You have the tools.
b. You have the skills.
c. You have the characteristics.
d. You have the aptitude. |
| 2. goal
(line 4) | a. result
b. purpose
c. ability
d. activity |
| 3. enrolled
(line 8) | a. registered
b. discarded
c. passed over
d. omitted |
| 4. allowance
(line 19) | a. money paid
b. money lost
c. money owed
d. money given |
| 5. actual
(line 22) | a. present
b. normal
c. ideal
d. real |
| 6. referred
(line 28) | a. attributed
b. mentioned
c. sent
d. established |
| 7. wages
(line 29) | a. payment for medical services
b. payment for work by the hour
c. payment for consulting services
d. payment for services outside
regular hours |
| 8. above all | a. most urgently |

- (line 30)
9. drop by
(line 30)
- b. most importantly
 - c. most evidently
 - d. most usually
 - a. come for a short, informal visit
 - b. come for a long, formal visit
 - c. come for a long, formal inspection
 - d. all the above

Reading Comprehension

These statements and questions are about Reading 2. Choose the best answer.

1. One of these qualifies for CETA services.
 - a. the professionals
 - b. the immigrants
 - c. the unemployed
 - d. the aliens
2. How long do CETA staff take to draw up a job plan with you?
 - a. approximately fourteen days
 - b. about ten minutes
 - c. approximately a week
 - d. about thirty minutes
3. What does CETA pay in case you need school training?
 - a. the school and clothing expenses
 - b. meal and travel expenses
 - c. the school expenses plus an allowance for each day you spend in school
 - d. the school expenses plus an allowance for each course you take
4. What does on-the-job training mean?
 - a. you work for a public employer and he pays your costs
 - b. you do temporary jobs in government agencies and the agency pays your wages

- c. you work for a non-government organization and CETA pays for your training
 - d. you work for a private company and your wages pay for CETA costs
5. What is the main interest of CETA staff?
- a. to give the applicant some basic manual skills
 - b. to place the applicant in a position in private business
 - c. to place the applicant in a temporary job in a government organization

B. Reading Expansion

Here is a summary of a possible work plan from a public agency. It is based on the information in Reading 2. Read it carefully. Then, indicate with a ✓ the kinds of services that might help you get a job.

W O R K P L A N

S C H O O L I N G	Attendance at vocational schools				
	Attendance at other training schools				
E X P E R I E N C E	Work experience		E R X E P Q E U N I S R S E S D	Health and medical care	
	On-the-job training			Child care	
	Public service employment			Transportation	

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UNIT 4

PART I

DIALOG

Dinh decided to take the ISES form home to fill it out carefully. He is having a hamburger when his friend Jack comes along.

Jack: Hi, Dinh. How are you doing?

Dinh: Fine, and you?

5 Jack: What do you have there? One of those state employment forms? Don't you go to the Lockhart employment agency?

Dinh: Not exactly, they are very efficient but they are also pretty expensive. They charge a fee of 7% on my salary. . . if they get me a job, that is. That's too much. I have a wife and three kids, remember.

10 Jack: So you went to ISES. I see your point. And now you are filling out a form.

Dinh: Yes, could you help me? I have the general idea, but there are some details . . . this one, for example. What do I write here?

Jack: Oh, that. No, don't worry. That's for the ISES people.

15 Dinh: And this place, the one about military service?

Jack: You are not a U.S. citizen, so you leave that blank.

Dinh: And what about this part about my prior experience? Do I mention the one I had back home?

20 Jack: I don't think so. It's safer if you list your experience here, even if it is short. Ah, and don't forget to print your name.

Dinh: Too late. I guess I'll have to use the spare form they gave me.

Comprehension

Vocabulary. Choose the best alternative for these words and expressions from the Dialog. Check the Dialog closely to make sure you are right. Use the line numbers under each item.

1. pretty
(line 7)

- a. many more
b. very
c. smaller

- | | |
|----------------------------------|-------------------------------|
| 2. I see your point
(line 10) | d. a lot more |
| | a. I don't know |
| | b. I don't see how |
| | c. I understand |
| | d. I don't understand |
| 3. leave that blank
(line 16) | a. don't fill it out |
| | b. don't write anything there |
| | c. forget about that part |
| | d. all of the above |
| 4. prior
(line 17) | a. actual |
| | b. previous |
| | c. present |
| | d. future |
| 5. spare
(line 21) | a. big |
| | b. short |
| | c. thick |
| | d. extra |

Dialog Comprehension. These statements and questions are about the Dialog.

Choose the best answer.

1. Dinh is not filling out the form at the ISES office. Why?
 - a. Because he can't read or write.
 - b. Because he doesn't understand most of the questions in the form.
 - c. Because he needs additional help.
 - d. Because his wife can't help him.
2. Why is Dinh using the ISES?
 - a. Because he prefers an agency that does not charge a fee.
 - b. Because the private agency is free of charge.
 - c. Because the ISES cannot employ him.
 - d. Because the fees at ISES are much higher.
3. Which of these words describes Dinh?
 - a. single
 - b. married

- c. widowed
 - d. divorced
4. Does the applicant fill out all the spaces in the form?
- a. Yes, all the information about the applicant is important.
 - b. No, some spaces are filled out by the employer.
 - c. Yes, the applicant knows all the important information.
 - d. No, some spaces are for the ISES staff.
5. According to the dialog, Dinh is not a U.S. citizen. What does this mean in the dialog?
- a. Dinh does not have to mention about his military service.
 - b. Dinh does not have to mention about his unemployment.
 - c. Dinh does not have to mention about his taxes.
 - d. Dinh does not have to mention about his residence.
6. How many ISES forms does Dinh have?
- a. One
 - b. Two
 - c. Two or more
 - d. None

READING 1

In the Dialog, Dinh and Jack are studying an ISES form. Here is part of what they see.

1	What is your usual line of work?	How long have you worked at it?	Did you leave a job to enter military training or service?
	What kind of work do you prefer?		Do you want to return to that job?
Describe below your longest and most important jobs (including military service). Begin with the most recent.			
5	Name of Employer	Job Title - Responsibilities - Tasks Performed - Machines Operated - Tools Used	
	Address		
	Type of Business		
	Duration	Ending Date	Pay
	Reason for leaving		
10	Name of Employer	Job Title - Responsibilities - Tasks Performed - Machines Operated - Tools Used	
	Address		
	Type of Business		
	Duration	Ending Date	Pay
	Reason for leaving		
15	Name of Employer	Job Title - Responsibilities - Tasks Performed - Machines Operated - Tools Used	
	Address		
	Type of Business		
	Duration	Ending Date	Pay
	Reason for leaving		
20	Name of Employer	Job Title - Responsibilities - Tasks Performed - Machines Operated - Tools Used	
	Address		
	Type of Business		
	Duration	Ending Date	Pay
	Reason for leaving		
	Other work experience		

C o m p r e h e n s i o n

Vocabulary. Choose the best alternative for these words and expressions from Reading 1. Check the reading closely to make sure you are right. Use the line numbers under each item.

1. line of work

(line 1)

a. profession

b. trade or occupation

c. salaried activity

d. all the above

2. below

(line 3)

a. in the spaces before

b. in the spaces that follow

c. in the spaces on the right

d. in the spaces on the left

3. tasks
(line 4)
- a. operations
b. jobs
c. functions
d. all the above
4. pay
(line 7)
- a. money lent to the poor
b. money borrowed from the bank
c. money received for work
d. money invested for saving
5. reason for leaving
(line 8)
- a. why you began working
b. why you have the job
c. why you stopped working
d. why you got the job

Reading Comprehension/Expansion.

- A. Now fill out the form in Reading 1 with information about yourself.
- B. Fill out a blank form with information about a fellow student. Your teacher can supply you with copies.

READING 2

Here is the second half of the ISES form.

CONFIDENTIAL RECORDPursuant to 20 CFR (1977) Ch 5 Sec 604,
16; IC 22-4-19-6, IC 4-1-6.

DOT Code

A	B	C	D	E	F	G	H	I	J																																																												
Print Last Name										First Name										Initial										Social Security No.										Occupational Title																													
Print your Street Address, Rural Route, or Box No.																				City																				Add/Occ Title										Add DOT Code																			
Phone Numbers where you can be reached										County										Zip Code										Are you a U.S. citizen? ☐ Yes ☐ No										Skills, knowledge, abilities, test results										Mo. Day Yr.																			
Home										Other																																																											
Date of birth										Sex ☐ M ☐ F										Your Height										Your Weight										How long have you lived in this area?																													
M D Y										2 F										feet inches										pounds																																							
Are you? ☐ Single ☐ Married										Military Service Mo. Day Year										Entered Service										Do you have a VA rated disability? ☐ Yes ☐ No																																							
Other										Separated																																																											
No. in family										Welfare										Family income past 3 mos. \$										Do you have any physical disability? ☐ Yes ☐ No																																							
No. dependents										☐ Yes ☐ No																																																											
Do you have transportation? ☐ Yes ☐ No										Do you have a car? ☐ Yes ☐ No										Do you have a driver's license? ☐ Yes ☐ No										Chauffeur's License? ☐ Yes ☐ No																																							
Do you have tools? For what trade or occupation?																																																																					
Do you hold a license? For what trade or occupation?																																																																					
Circle highest grade completed in school										Last School you attended										Date last attended																																																	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16										Name										City																																																	
Grade										High										College																																																	
List below your major subjects or vocational courses. Also list special training you have had for work. Include school, military, apprenticeship, correspondence courses, etc.																														Degrees.																																							
Food Stamp										Summer Youth										M/S FW										CETA																																							
1 2 3 4										1										1 2 3										1																																							
Empl. Status										1 2 3 4																																																											
Office No.										Sta/Desk																																																											

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Comprehension

Vocabulary. Complete this passage with the correct words from Reading 2.

Filling out an employment form is not difficult. First, you _____ your last name, first name and initial. It is important to _____ your name, not sign it because your name is easier to read that way.

Then you print your street _____, rural route and _____ number. The _____ code is also important for your correspondence with employment services and employers. Other information includes your date of _____: month and year. Remember that it is clearer to write the number of the month. For example, January is 1, February is 2, and so on.

Your _____ in feet and inches and your _____ in pounds may help the employment service to decide about your capacity for heavy physical work, among other things. Information about marital status is also requested: are you married, _____, or other?

In case you have any physical _____, indicate it in the form. This information does not affect your eligibility for a job. A VA _____ disability indicates that your disability is recognized by the Veterans' Administration because of your participation in military action. In both cases you are protected against discrimination if your disability is no problem for doing your work.

Other information required is the number of _____, that is, of family members who need your salary to live. _____ indicates whether you receive federal money because you are unemployed. _____ means the money earned by the whole family during the last three months.

Finally, an important difference is between a _____ license and a _____ license. A _____ license allows you to drive your own car only, but a _____ license allows you to work as a car or truck driver for another person.

Reading Comprehension. (a) Fill out the second half of the ISES form with information about yourself.

(b) Fill out a blank form with information about a fellow student. Your teacher can supply you with copies.

P A R T I I

DIALOG

Dinh returns to the ISES office with his completed form. An ISES employee looks over his application and asks him a few questions. Here is their conversation.

Ellison: Hi, I'm Hal Ellison. Please sit down, Mr. . . . uh . . . Dinh.

5 Let's look at your application. Hmmn . . ., I notice that your experience is in manual work. Where?

Dinh: Back home, mostly. But I have some experience in the U.S.

Ellison: Yes, I know. It was full time, wasn't it? What type of pay: salary or hourly wage?

10 Dinh: Hourly wage . . . it was temporary.

Ellison: Fine. Is that the line of work you really want to do?

Dinh: Well, yes. To begin with, yes.

Ellison: Oh, do you have any plans for the future?

15 Dinh: Yes. I want to specialize in construction work. But for the moment, all I want is a permanent job as a carpenter.

Ellison: That's what we are trying to get for you. Let me see, . . ., is there anything else? Ah, yes. You forgot to indicate your reason for leaving the job.

Dinh: As I told you, it was a temporary job. It ended two months ago.

20 Ellison: That's right. Now, this is what we do now. Fill out this identification card with your name and other information. Bring it back next time you come to see us.

Dinh: O.K. What next?

25 Ellison: Then I check the current job openings. If there's a job that corresponds to your qualifications, we inform you about the work, the hours and the pay. You tell us whether you like it or not.

Dinh: I see. And then?

Ellison: If you say "yes", we give you an Introduction Card. This card shows the employer's name, address, and the time you may see him.

30 Dinh: What happens if I don't like the job.

Ellison: We try again until we find something just right for you. If you don't

hear from us in about a week, please come and see us. And don't forget your applicant I.D. card when you drop in.

Dinh: Thanks a lot. I'm sure everything is going to work out just fine.

35 Ellison: I'm sure too. Goodbye, Mr. Dinh.

A. Comprehension

Vocabulary. Choose the best alternative for these words and expressions from the Dialog. Check the Dialog closely to make sure you are right. Use the line numbers under each item.

- | | |
|-----------------------------|---|
| 1. looks over
(line 2) | a. writes
b. looks in
c. inspects
d. records |
| 2. I notice
(line 5) | a. I feel
b. I take
c. I see
d. I hear |
| 3. back home
(line 7) | a. in Dinh's native country
b. in Dinh's previous job
c. in Dinh's house
d. in Dinh's family |
| 4. current
(line 24) | a. actual
b. present
c. past
d. future |
| 5. just
(line 31) | a. accurately
b. accurate
c. exactly
d. precise |
| 6. to work out
(line 34) | a. turn out
b. end up
c. finish up
d. all of the above |

Dialog Comprehension. These statements and questions are about the Dialog.
Choose the best answer.

1. What is Ellison's job?
 - a. He is a receptionist.
 - b. He is an ISES secretary.
 - c. He is an ISES employer.
 - d. He is an ISES interviewer.
2. Does Ellison know Dinh's last name?
 - a. Yes, because Dinh frequently sees Ellison at ISES.
 - b. No, because he looks at Dinh's application after he greets Dinh.
 - c. Yes, because he looks at Dinh's application before he greets Dinh.
 - d. No, because Dinh's application form is not complete.
3. Is Dinh interested in continuing to be a semi-skilled carpenter?
 - a. No, he wants to be an electrician.
 - b. Yes, he cannot understand more difficult tasks.
 - c. No, he wants to specialize.
 - d. Yes, all he needs is a permanent job.
4. Dinh is not working with Loeb's. Why?
 - a. It wasn't a permanent job.
 - b. It wasn't a temporary job.
 - c. It was a difficult job.
 - d. All the above.
5. What is the next step after the interview?
 - a. Ellison studies the jobs available at the moment.
 - b. Ellison fills out an Introduction Card for Dinh.
 - c. Dinh fills out another application form.
 - d. Dinh fills out an I.D. card.
6. What happens if Dinh does not like the job.
 - a. The ISES tries to find another job.
 - b. The ISES tries to find another applicant.
 - c. Dinh tries to find another job.
 - d. Dinh tries to find another agency.

B. Dialog Expansion.

(a) Here is a list of questions similar to the ones Ellison asks Dinh. Imagine that the ISES is interviewing you. You play the part of a person being interviewed. Let a classmate play the part of an interviewer. Later, you may wish to exchange roles.

<u>Interviewer</u>: I notice that your experience is in <u>Your answer</u>: _____. <u>Interviewer</u>: Was it part-time? <u>Your answer</u>: _____. <u>Interviewer</u>: What type of pay: salary or hourly wage? <u>Your answer</u>: _____. <u>Interviewer</u>: Is that the line of work you really want to do? <u>Your answer</u>: _____. <u>Interviewer</u>: Oh, do you have any plans for the future? <u>Your answer</u>: _____.	mechanical numerical technical clerical work Where? artistic transport teaching
---	--

(b) Your employment agency finally has a job for you. The secretary calls you at home. A relative answers the phone and then passes the call on to you. Complete this telephone conversation.

Agency : This is the Indiana State Employment Service. Could I speak with Mr. _____?

Relative: _____, it's for you. The ISES.

You : _____ speaking.

Agency : Mr. _____, we have a job opening for you.

You : _____!

Agency : Good. We have some information we want to discuss with you. When can you come to talk to Mr. Ellison?

You : _____.

Agency : Fine. What time?

You : _____?

Agency : Well, no. Mr. Ellison is interviewing an applicant at that time.

What other time are you free?

You : _____.

Agency : That's O.K.

You : _____.

Agency : That's all right. Goodbye.

READING 1

This is one side of the Applicant I.D. card that Ellison gave Dinh.

INDIANA EMPLOYMENT SECURITY DIVISION
INDIANA STATE EMPLOYMENT SERVICE



APPLICANT IDENTIFICATION CARD

IMPORTANT

- 5 The Indiana Employment Security Act requires that you have an active application on file with the Employment Service during any week for which you claim unemployment benefits as a totally unemployed person.
- 12 YOU MUST REPORT TO THE EMPLOYMENT SERVICE AT LEAST ONCE EACH MONTH TO KEEP YOUR WORK APPLICATION ACTIVE. Always bring this card with you each time you report to the office.
- 15 Notify the local office promptly of a change in your address or telephone number.

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(SF 4603)

3

Comprehension

Vocabulary. Choose the best alternative for these words and expressions from Reading 1. Check the Reading closely to make sure you are right. Use the line numbers under each item.

- 1. employment security
(line 1)

- a. assurance that a person will have food
- b. assurance that a person will have housing

- | | |
|--------------------------------------|--|
| | c. assurance that a person will have money |
| | d. assurance that a person will have a job |
| 2. on file
(line 6) | a. recorded |
| | b. remembered |
| | c. recollected |
| | d. replaced |
| 3. claim
(line 8) | a. tell a story |
| | b. require information |
| | c. apply for as a benefit |
| | d. request as salary |
| 4. unemployment benefits
(line 8) | a. money to persons on the job |
| | b. money to persons on overtime |
| | c. money for retired persons |
| | d. money for persons out of work |
| 5. report
(line 10) | a. to leave |
| | b. to come |
| | c. to apply |
| | d. to listen |
| 6. notify
(line 15) | a. advance |
| | b. notice |
| | c. inform |
| | d. apply |
| 7. promptly
(line 15) | a. slowly |
| | b. negligently |
| | c. quickly |
| | d. currently |

Reading Comprehension. These statements and questions are about Reading 1.
Choose the best answer.

1. What requirement is necessary to have the right to unemployment pay?
 - a. To have a current application with the ISES.

- b. To report to the ISES once a month.
 - c. To be an active applicant with a private employment agency.
 - d. To report to the ISES office more than once a month.
2. What makes this requirement necessary?
 - a. The ISES regulations.
 - b. The county regulations.
 - c. The federal government.
 - d. The law.
3. What is required to keep a work application active?
 - a. To have an application on file with the ISES.
 - b. To report to the ISES exactly twice a month.
 - c. To report to the ISES once a month as a minimum.
 - d. To report to your employer once a month.

READING 2

This is the other side of the Applicant I.D. card.

[illegible]

Comprehension

Vocabulary. Choose the best alternative for these words and expressions from Reading 2. Check the Reading closely to make sure you are right. Use the line numbers under each item.

- | | |
|----------------------------|--|
| 1. pursuant to
(line 1) | a. in accordance with
b. compared with
c. ineligible for
d. examined by |
| 2. S.S.
(line 2) | a. Security Service
b. Social Security
c. Security Station
d. Social Service |
| 3. Occ.
(line 5) | a. occasional
b. accessory
c. occidental
d. occupational |
| 4. W.B.A.
(line 9) | a. World Banking Agency
b. Well Behaved Adult
c. World Basketball Administration
d. Weekly Basic Allowance |
| 5. M.B.A.
(line 9) | a. Mean Basic Alimony
b. Monthly Basic Allowance
c. Main Basic Arrangement
d. Major Behavioral Adjustment |
| 6. balance
(line 10) | a. money paid to employee
b. money left in an account
c. interest on money in an account
d. money paid to the state |

Reading Comprehension. These statements and questions are about Reading 2. Choose the best answer.

1. What does "day to report" (line 4) mean?
 - a. Day on which the applicant returns to the ISES office.

- b. Day on which the applicant goes to the interview with a potential employer.
 - c. Day on which the unemployment benefit begins.
 - d. Day on which the unemployment benefit ends.
2. How frequently does the applicant renew his application with ISES?
- a. Once a week.
 - b. Twice a week.
 - c. Once a month.
 - d. Twice a month.
3. Look at the column "Benefit record" (line 10). What does this mean?
- a. Information about money paid to unemployed person.
 - b. Information about money paid to the ISES.
 - c. Information about money paid to the state government.
 - d. Information about money paid to the federal government.

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Developing/Validating Materials
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UNIT 5

PART I - DIALOG 1

The ISES has a potential employer for Dinh Huu Hanh. Dinh returns to the ISES office and meets Hal Ellison again.

Dinh: Good morning.

Ellison: Good morning. Well, Mr. Dinh, it seems we have something for you. Here. (He gives Dinh a card).

Dinh: Oh, another card. What is it?

Ellison: We call it the Introduction Card, for short. It indicates the date and the time when the employer can see you. Take it to your interview and leave it there.

Dinh: Fine . . . uh . . . excuse me, but there is nothing written here. Am I supposed to fill it out myself?

Ellison: Isn't there? Oh, excuse me. No, of course not. I'll do it. (Writes on card) Here you are. Any questions?

INDIANA STATE EMPLOYMENT SERVICE		Order No. or Qcc. Code
INTRODUCTION CARD AND REPORT ON REFERRAL		S. S. No.
Name of Employer Fine Furniture Factory		
Address 14 East Oak Dr., West Franklin		
Introducing Dinh Huu Hanh	For Position Of Carpenter	
Report To Mr. Carey	When to Report 11/6/81 8:00A	Interviewer T.F.E.
To Employer: This applicant was referred in response to your request. Please check one box below to show results, giving reason if not hired. Return this card promptly. No postage is required.		
☐ Applicant was hired and started work on _____ 19 ____		
☐ Applicant rejected for employment because _____		
☐ Applicant refused to accept job because _____		
☐ Application accepted on condition noted below _____		
Date _____	Employer's Signature _____	

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(SF 36726)

Dinh: (Reading the card) No, I don't think so. It looks clear to me. Is that all?

30 Ellison: Yes, that's about it. Ah, one other thing. In case you get the job, please let us know.

Dinh: I will. Thanks a lot. Goodbye and good luck.

Comprehension

Vocabulary. Choose the best alternative for these words and expressions from Dialog 1. Check the Dialog closely to make sure you are right. Use the line numbers under each item.

- | | |
|--------------------------------|--|
| 1. referral
(line 15) | a. action of directing a person to another person or organization.
b. action of receiving a person into an organization.
c. action of supervising a football, basketball or baseball game.
d. action of using a dictionary, encyclopedia or any other reference book. |
| 2. report
(line 20) | a. to introduce oneself
b. to be absent
c. to present oneself
d. to give information |
| 3. 11/6/81
(line 20) | a. June 11, 1981
b. December 6, 1981
c. November 6, 1981
d. May 11, 1981 |
| 4. in response to
(line 21) | a. in reference to
b. in deference to
c. as a favor to
d. as an answer to |
| 5. hired
(line 23) | a. replied
b. employed
c. rejected
d. renewed |
| 6. rejected | a. not returned |

- | | |
|------------|--------------------|
| (line 24) | b. not applied |
| | c. not accepted |
| | d. not referred |
| 7. refused | a. wanted |
| (line 25) | b. did not accept |
| | c. received |
| | d. did not receive |

Dialog Comprehension. These statements and questions are about Dialog 1. Choose the best answer.

1. What is the purpose of the card?
 - a. to refer a potential employer to the ISES.
 - b. to send information about an applicant to any employer.
 - c. to refer an applicant to a potential employer.
 - d. to send information about an employer to the ISES.
2. Who is Mr. Casey?
 - a. a person who works for a private employment agency.
 - b. a person who works for the potential employer.
 - c. a person who works for the state employment agency.
 - d. a person who works for the U.S. Department of Labor.
3. Notice that Hal Ellison did not fill out the whole card (lines 15-28). Who completes the rest of the information?
 - a. the applicant.
 - b. another ISES official.
 - c. the interviewer.
 - d. the employer.
4. Notice the word "interviewer" (line 20). Who is the interviewer in this case?
 - a. a person who works for a private employment agency.
 - b. a person who works for the potential employer.
 - c. a person who works for the state employment agency.
 - d. a person who works for the U.S. Department of Labor.
5. Who returns the card with the rest of the information?

- a. the applicant.
 - b. the employer.
 - c. the ISES.
 - d. the supervisor.
6. Who receives the card with the rest of the information?
 - a. the supervisor.
 - b. the ISES.
 - c. the employer.
 - d. the applicant.
 7. Suppose Dinh gets the job. Who does he inform?
 - a. He informs his superiors that he has the job.
 - b. He informs the ISES that he has the job.
 - c. He informs the Fine Furniture Factory.
 - d. He informs the local newspaper.
 8. Suppose Dinh does not get the job. How does the ISES know?
 - a. the employer informs the ISES about it.
 - b. the ISES asks the employer.
 - c. the applicant asks the ISES.
 - d. the ISES asks the applicant.

Dialog Expansion. Imagine that the ISES send you to an interview. You get the job. Tell Hal Ellison that you have the job. Use the telephone. Complete the following conversation.

Receptionist: Indiana State Employment Service. May I help you?

You : _____?

Receptionist: Who's calling, please?

You : _____.

Receptionist: Just a minute.

Ellison : Hal Ellison.

You : Hi, this is _____.

Ellison : Hello, there. How did it go?

You : _____. I _____.

Ellison : Congratulations. When do you start?

You : _____.

Ellison : Well, thank you for calling. Goodbye.

You : _____.

DIALOG 2

Dinh speaks with his friend Jack about the coming interview. Jack gives him some interviewing tips.

Jack: So they are going to interview you. I wish you good luck. I'm sure you'll get the job.

5 Dinh: I'm not so sure. Interviews make me a bit nervous.

Jack: Come on, you know carpentry and you know English. You can do the job. They'll take you.

Dinh: I guess you're right. Hey, tell me about your interview. What was it like?

10 Jack: First, let me give you some interviewing tips. Before you report for the interview, learn about the firm . . .

Dinh: You mean, the products and services it sells, the organization, that sort of thing?

Jack: Right on. Employers like applicants who know about the company. Sometimes they ask you: "Why are you interested in our firm?" Your interview is 15 a week from now. Go to their office and get some of their brochures and publicity.

Dinh: That's just what I was going to do when ISES told me about the Fine Furniture Factory. Glad you told me. By the way, is it all right if my cousin Pham goes with me? I mean, he has a college education, and is older than I, 20 and works for . . .

Jack: No way. The company is interested in your skills, not your family connections. Go alone. Ah, don't forget. Be on time. Your interview is . . . , let me see . . . at 8:00 a.m. Be sure you are there at least five minutes before.

25 Dinh: I'm glad you told me. And I don't think they like people in old jeans and a T-shirt.

Jack: No, they don't. Look clean and well groomed. Not elegant, but clean and presentable. First impressions are important to get a job.

Dinh: I get the idea. Say, all this is very useful, but what about the inter- 30 view? Tell me about it.

Jack: Oh, that. Hmm . . ., let me see, . . . It was something like this . . .

C o m p r e h e n s i o n

Vocabulary. Choose the best alternative for these words and expressions from Dialog 2. Check the Dialog closely to make sure you are right. Use the line numbers under each item.

- | | |
|--------------------------|---|
| 1. tips
(line 2) | a. negative opinions.
b. pessimistic views.
c. useful information.
d. subjective comments. |
| 2. right on
(line 14) | a. go on.
b. wrong.
c. come on.
d. exactly. |
| 3. well groomed | a. casual and informal.
b. elegant and fashionable.
c. clean and presentable.
d. all the above |

Dialog Comprehension. (a) These statements and questions are about Dialog

2. Choose the best answers.

1. How does Dinh feel about the interview?
 - a. quite happy.
 - b. very busy.
 - c. a bit anxious.
 - d. quite scared.
2. How does Jack feel about Dinh's interview?
 - a. pessimistic.
 - b. late.
 - c. cautious.
 - d. confident.
3. Why?
 - a. Dinh has the experience and the qualifications.

- b. Dinh's experience and qualifications are inadequate.
- c. Dinh has the right family connections.
- d. Dinh does not have the right family connections.



4. Dinh is applying for a position as a carpenter. Indicate the most adequate clothing for the interview.

a.



b.



c.



d.



(b) Occupations are of two major types: "blue collar" occupations (manual and mechanical), and "white collar" occupations (clerical, administrative, professional). Look at these illustrations.

(1)



(2)



(3)



(4)



(5)



(6)



Decide which style is best for a "blue collar" interview and for a "white collar" interview. Indicate your choice writing the number of the correct illustrations in the spaces in the exercise below:

	BLUE COLLAR INTERVIEW	WHITE COLLAR INTERVIEW
MAN	()	()
WOMAN	()	()

Dialog Expansion. (a) In Dialog 2, Jack gives Dinh some interviewing tips. Here is some more advice about what to do and what not to do at an interview. Read each recommendation and decide which ones are right and which ones are wrong. Indicate your choice writing DO or DON'T in the space to the left of each recommendation.

1) _____ Sit like this:



- 2) _____ Bring important papers to the interview (passport, health certificate, social security number, driver's license, etc.).
- 3) _____ Apologize for your race and social class.
- 4) _____ Smoke or chew gum if you are nervous during the interview.
- 5) _____ Look at your interviewer like this:



- 6) _____ Arrive on time.
- 7) _____ Go to the interview with an older friend or relative.
- 8) _____ Sit like this:



- 9) _____ Express a bad opinion of your previous employer.
- 10) _____ Know about the activities and organization of your potential employer.
- 11) _____ Look at your interviewer like this:



- 12) _____ Discuss your personal and economic problems with the interviewer.
- 13) _____ Recognize (admit) your physical limitations.
- 14) _____ Ask the employer about the duties and responsibilities of your job.
- 15) _____ Think before you answer a question.

(b) Here is a list of possible answers and attitudes to interview questions. It is based on the situations on page 10 of this Unit. Read three of them aloud to a classmate. Ask him (her) to decide if they are right or wrong for an interview. Then ask him (her) to read another three. Listen to them and decide whether they are right.

1. Interviewer: Why are you leaving your present job?
Applicant : Weeell, . . . , let me see, . . . (pause) . . . The reason is because
2. Applicant : Yes, I'm very sorry. I apologize. I come from an Asian country and my family is very poor. I'm sorry.
3. Applicant : I know your company makes and sells paper for computers all over the state.
4. Applicant : Well, yes, I'm not very good at jobs which require very strong physical effort. You know, carrying heavy loads (parcels), that kind of thing
5. Applicant : I need the job desperately. I have four children, my wife is sick and my mother has to come to live with us.
6. Applicant : Am I responsible for the materials I use? Are there any forms to fill out and sign?
7. Applicant : You know what the L&S Company is like: they exploit their employees and their salaries are miserable.

PART II - DIALOG 1

Jack tells Dinh about his interview with Acme Appliances C., a month ago. This is how the interview went.

Interviewer: Hello, Jack. I'm Pete Rickards, supervisor for this section.

Jack: Hello.

5 Interviewer: Will you come this way, please?

Jack: Thank you.

Interviewer: Let's see. The opening we have is for an electrician with experience in service and repair of household appliances. We usually deal with small orders but sometimes we get service or repair orders from the big supermarkets. That means some pressure because they need the repairs real quick and we have to put in a lot of work. How does it sound to you?

Jack: It sounds O.K.

Interviewer: Do you have any experience in this line?

15 Jack: Well, I usually do other types of work, but before my last job, I used to do a lot of household appliances. People always seemed happy with my work. In fact, I got my last job on the recommendation of a client.

Interviewer: Why are you leaving your present job?

Jack: I figured I would be better off in a growing company. Nothing wrong with my present employer, though. Working conditions are O.K. and the people are nice. But I feel I'm ready for something different. You know, another opportunity to use the experience I have.

20 Interviewer: Fine. Now, tell me more about yourself, I mean your strong and weak points.

25 Jack: Mmm, weell, . . . I have some experience with American makes, but I'm not so sure about others. I guess I have a lot to learn about foreign makes. That's why I'm interested in your firm. An opportunity to learn more, you know.

30 Interviewer: Good. Ah . . ., about pay. You begin at the basic hourly wage. There is a raise depending on the report of your boss, Phil Morgan. The personnel manager can tell you about other benefits. Any other questions?

Jack: No, everything is clear.

Interviewer: Good. O.K., I think that's all. How soon can you start?

Jack: Let me see, . . ., today is Wednesday. How about 8 p.m. on Monday?

Interviewer: No problem. Thank you. It was nice meeting you.

Jack: Thanks. I enjoyed meeting you too.

Comprehension

Vocabulary. Choose the best alternative for these words and expressions from Dialog 1. Check the Dialog closely to make sure you are right. Use the line numbers under each item.

- | | |
|---|---|
| 1. appliances
(line 1) | a. technical applications in industry.
b. electric apparatus in the house.
c. scientific applications in industry.
d. all the above. |
| 2. put in
(line 11) | a. insert.
b. make.
c. include.
d. do. |
| 3. How does it sound . . ?
(line 11) | a. How do you like it?
b. What do you think of it?
c. How about it?
d. all the above. |
| 4. line
(line 13) | a. area.
b. vicinity.
c. knowledge.
d. discipline. |
| 5. I used to
(line 14) | a. I do now and will continue to do.
b. I did in the past but don't do in the present.
c. I did in the past, do in the present and will do in the future.
d. I don't do now but I will do in the future. |
| 6. I figured | a. I decided. |

- | | |
|--------------------|---------------------------------|
| (line 18) | b. I calculated mathematically. |
| | c. I studied. |
| | d. I applied. |
| 7. <u>makes</u> | a. brands. |
| (line 24) | b. manners. |
| | c. sizes. |
| | d. prototypes. |
| 8. How soon . . .? | a. How? |
| (line 33) | b. Where? |
| | c. What? |
| | d. When? |

Dialog Comprehension. These statements and questions are about Dialog. Choose the best answers.

1. When does Dialog 1 take place?
 - a. Before Dinh is interviewed by the ISES.
 - b. After Jack gets his new job.
 - c. Before Dinh gets his new job.
 - d. After Jack is interviewed by the ISES.
2. What is the activity of Acme Appliances, Co.?
 - a. It provides a service.
 - b. It manufactures products.
 - c. It manufactures and markets.
 - d. It advertises and promotes.
3. Jack is applying for a job as an electrician. How do you classify this job?
 - a. It's a managerial position.
 - b. It's a clerical post.
 - c. It's a technical job.
 - d. It's a professional opening.
4. What does Jack like about Acme Appliances?
 - a. It's a company that sells.
 - b. It's a company that expands.

- c. It's a company that buys.
 - d. It's a company that contracts.
5. There is a weak point in Jack's experience. Which one?
- a. No experience with foreign appliances.
 - b. No experience in other kinds of electrical work.
 - c. No experience with American appliances.
 - d. No experience in electrical work.
6. Who decides about a raise for Jack?
- a. The personnel manager.
 - b. Morgan.
 - c. Rickards.
 - d. The supervisor.

Dialog Expansion. (a) Here are some questions. Some are from Dialog 1, others are from real interviews. The teacher will read them out. Listen carefully and then compose your own answer to the questions.

1. What type of job are you applying for?

Your answer: _____.

2. What are your responsibilities in your present occupation?

Your answer: _____.

3. Do you have any experience in
- typing?
 - sales?
 - clerical work?
 - accounts?
 - furniture repairs?
 - household appliances?
 - cooking?
 - servicing cars?
 - dealing with the public?

Your answer: _____.

4. Were you offered any other job with your present (last) employer?

Your answer: _____.

5. What things are difficult for you?

Your answer: _____.

6. How can you improve?

Your possible answers:

GUESS
I THINK I CAN IMPROVE BY
BELIEVE

trying harder.
paying more attention to
instructions.
getting up earlier.
being more punctual.
talking to my fellow-
workers more often.

(b) In Dialog 1, Rickards asks Jack about his strong points. Here is a list of examples of strong points. It is followed by a list of positive characteristics. Listen to (or read) the examples and then identify which characteristic is illustrated by the example. Each example may illustrate more than one characteristic.

E X A M P L E S

1. Once I had a young apprentice who did not understand the job. I explained the operation to him until he understood. It took a week but he learned.
2. Once I worked on a task with five other workers. Each of us knew his job, and each of us knew each other. We finished the task an hour before.
3. Once I had to calculate the income tax for ten of my friends. There were a lot of calculations but I made no mistakes.
4. I know cars because I am a car mechanic. Once I repaired a motorcycle. I used by knowledge of car engines.
5. My work begins at 8 a.m. I live very far away but I always begin my work at 8 a.m.

P O S I T I V E C H A R A C T E R I S T I C S

- | | |
|----------------------|------------------|
| (a) flexibility | (e) initiative |
| (b) patience | (f) accuracy |
| (c) competence | (g) punctuality |
| (d) team work spirit | (h) thoroughness |

(c) Look at the examples above. Certainly all of us have done things like them. Mention one about yourself in an example

similar to those in (b) above. Indicate which positive characteristic is illustrated. Read the examples to your classmates and ask them to decide which positive characteristics your examples illustrate. Listen to their examples and decide the same.

DIALOG 2

Today is the great day. Dinh is interviewed at the Fine Furniture Factory. The interviewer is the personnel manager.

Interviewer: Hi, I'm Ed Casey. You must be Mr., uh, Dinh. Do I have your name right?

5 Dinh: Yes, that's right.

Casey: We have a lot of foreign personnel. Very dependable people. So I have some practice with Asian names. Well, let's talk business. We have an opening for a carpenter at our assembly shop. It's on the day shift. Working hours are from 8 a.m. to 5 p.m. Our main line of products is home furniture.

10 You start at our basic hourly rate. How about that?

Dinh: That's all right. I have three year's experience with that kind of work, both here and at home.

Casey: Of course, you also know about foreign designs. Hmm, we may be able to use that part of your experience later. Tell me something about your background in the U.S.

15

Dinh: Weeell, . . . My previous work is with bedroom furniture, uh, and also living room furniture. Here in the States, I mean. I know that your firm also makes kitchen furniture and is planning to expand into office furniture. I know little about it but I am willing to learn.

20 Casey: How do you like using machine tools?

Dinh: I used some back home. You see, I studied four years at a vocational school there. And they do a lot of that at Loeb's.

Casey: Yes, and they are good at training people on the job. By the way, were you fired?

25 Dinh: Oh, no. It was a temporary job. You may ask Joe Hicks at Loeb's. He was my boss there. I took the job because I needed the money and also the experience. It seems my work was O.K.

Casey: I'm glad to hear that. Your technical background looks all right.

- 30 But here we also require punctuality and team work spirit. How do you feel about this?
- Dinh: Well, I know that here it is important to be at the job on time and to get the job ready on time. And I also know one or two carpenters here. So I think I can work with them all right.
- Casey: I'm sure you can. Well, any questions?
- 35 Dinh: Yes. Uh . . . suppose I want to go to night school, you know, if it helps me in my work, to improve my skills, . . . is that possible?
- Casey: Let me see . . . I'm not sure right now, but I think we can arrange something with one of those federal programs, you know . . . what-is-its name?
- Dinh: You mean, CETA?
- 40 Casey: Yeah, that one. You sure know your literature. Well, I'm positive we can do something once we know your potential. When can you start?
- Dinh: Tomorrow if it's O.K. with you. Who do I report to?
- Casey: Tomorrow's fine. Steve Hoang is the man to report to. Glad to have you with us.
- 45 Dinh: I'm gladd too. Thanks a lot. Goodbye.

.

An hour later Dinh is talking to Jack on the phone.

Dinh: Jack? This is Dinh. I'm in.

Jack: Great!! Congratulations!! How do you feel?

- 50 Dinh: I'm dead but I have the job.

C o m p r e h e n s i o n

Vocabulary. Choose the best alternative for these words and expressions from Dialog 2. Check the Dialog closely to make sure you are right. Use the line numbers under each item.

- | | |
|------------------------------|---|
| 1. assembly shop
(line 8) | a. place where the workers meet. |
| | b. place where furniture is sold. |
| | c. place where furniture is put together. |
| | d. place where the managers meet. |
| 2. start
(line 10) | a. beginning. |
| | b. ending. |
| | c. rising. |

- | | |
|----------------------------|---|
| 3. fired
(line 24) | d. growing.
a. accepted.
b. dismissed.
c. interviewed.
d. employed. |
| 4. boss
(line 26) | a. equal
b. inferior
c. superior
d. subordinate |
| 5. literature
(line 40) | a. leaflets and brochures.
b. plays and poems.
c. novels and short stories.
d. essays and criticism. |
| 6. potential
(line 41) | a. what you ought to do.
b. what you must do.
c. what you might do.
d. what you can do. |

Dialog Comprehension. These statements and questions are about Dialog 2.
Choose the best answer.

1. Does Casey have an opinion about Asian workers?
 - a. Yes, he has a negative opinion because his workers are not good.
 - b. No, he has no opinion because he has no Asian workers.
 - c. Yes, he has a positive opinion because his workers are competent.
 - c. No, he has no opinion because his Asian workers are all very new on the job.
2. The Fine Furniture Factory is a growing firm.
 - a. Yes, it is extending operations into other lines.
 - b. No, it is dismissing workers and shutting down assembly shops.
 - c. Yes, it is planning to ask for federal funds.
 - d. No, it is contracting its operations.
3. Why is Joe Hicks important in this interview?

- a. because he is an employee with ISES.
 - b. because he is going to be Dinh's boss at FFF.
 - c. because he is a good reference for Dinh.
 - d. because he is interviewing Dinh.
4. Does Dinh know the importance of punctuality?
- a. No. Punctuality is not a positive characteristic in his native culture.
 - b. Yes. Ellison and Jack told him about it.
 - c. No. Only Americans know the importance of punctuality.
 - d. Yes.
5. Dinh can work well at FFF.
- a. Yes. Some of his future co-workers are also Asian.
 - b. No. He is not competent and is not punctual.
 - c. Yes. He likes Casey.
 - d. No. He knows nothing about kitchen and office furniture.
6. Dinh knows about CETA. How does Casey react?
- a. He is positively impressed.
 - b. He is very happy.
 - c. He is negatively impressed.
 - d. He is very angry.
7. Can Dinh get additional training while working for FFF?
- a. Yes. FFF has its own further training program.
 - b. No. FFF provides jobs, not training.
 - c. Yes. FFF can get federal help to train Dinh.
 - d. No. FFF is a small company.

Dialog Expansion. Here are some questions which appeared in Dialog 2. There are also some new questions. Answer them orally.

- 1. Tell me something about your background (experience) in the U.S.
- 2. What is your experience with team work?
- 3. How do you feel about using
 - machine tools?
 - calculators?
 - electric typewriters?
 - computers?
 - precision tools?

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Indiana Dept. of Public Instr.
310 Special Project (1980)
Developing/Validating Materials for
Adult Basic Ed.

UNIT 6

PART I

READING 1

You probably understand a lot about life in the U.S. by now. You know something about shopping, health, and money. You probably know a lot about banks and the credit system. In this part of Unit 6 we will tell you something about attitudes that Americans appreciate in other Americans in everyday life and in the work place.

Holidays. Are there many holidays and free days in your country? Most nations have days on which they celebrate national, religious or traditional events. These are national holidays and workers are given the day off. The most important ones in the nation are:

10	January 1st	:	New Year's Day
	July 4th	:	Independence Day
	September		
	(first Monday):	:	Labor Day
	November	:	Thanksgiving Day
	(last Thursday)	:	
15	December 25	:	Christmas Day

So you know that in an ordinary year you have at least five days off. Some holidays are usually moved to a Monday in order to give workers a long weekend they can enjoy. These are often less important holidays. One of them is President's Day. It combines observances for Presidents Washington and Lincoln, and it is not always given as a holiday by employers.

Food. What do you think of the American diet? Is it very different from the one you are used to? Many foods considered absolutely necessary in other countries are not as readily available here as they are elsewhere. Fish, rice, lamb and veal are some examples. Still, Americans can get food that is good for

25 them if they want it.

It is important to consider the four major nutritional groups in planning your diet. The major groups are: dairy products, bread, meat, fruits and vegetables. If you eat one of each every day, you will have meals that taste good and are good for you.

30 Drinking and smoking. Moderation is the key word in the use of tobacco, wines and spirits. This means not using too much of them. Some employers dislike people who smoke or drink at all.

Movies and advertising show Americans as heavy smokers and drinkers. The truth is that most Americans only smoke and drink in small amounts. If you
35 neither smoke nor drink, there is no reason to begin now. If people neither smoke nor drink at the place where you work, do the same.

Working hours. A typical work day is eight hours long. In some cases, this includes a lunch hour. In a few places, the lunch hour is not considered as part of the working day. Work days usually begin at 8 or 9 a.m. and end at
40 5 p.m. Workers generally have one hour free for lunch and two fifteen-minute rest periods during the day. These are called coffee breaks whether you drink coffee or not. Since lunch seldom lasts more than an hour, the American worker does not eat as much for lunch as he does for his evening meal. You may find it necessary to change your eating schedule when you get a job. The American
45 proverb which fits the situation is "When in Rome, do as the Romans do."

Transportation. In smaller towns it becomes almost absolutely necessary to own a car because there is very little public transportation. In your country there may not be many people with cars but in the U.S. they are reasonably cheap to buy, especially if you buy a used car. However, the maintenance of the car can
50 be quite expensive.

Large cities have excellent bus and taxi services and a car is not so necessary. Remember to take the exact amount of money for the bus fare. The driver does not receive the money. There is a machine for this purpose and it can only receive the exact fare. This machine makes fare collection more efficient and it also
55 protects the driver against robbery.

Weather. Temperate climate is found only in a very small part of the U.S. Be

ready for extremely cold winters and very hot and humid summers. Some working places are air conditioned in the summer. Almost all are properly heated in the winter. You will have to dress in a way that protects you from extreme temperatures and makes you comfortable.

Clothing. In general, Americans do not give much importance to clothes as long as they are clean. No particular style is favored, and jeans and T-shirts are acceptable almost everywhere. Good clothing for the four seasons is available at reasonable prices. On the whole, clothes are not an indicator of social class. White-collar workers in business and commerce wear a suit and tie; women usually wear dresses, or a combination of slacks and blouse. New styles appear constantly.

Values. There are a number of qualities that Americans appreciate very much; some of these are illustrated in a variety of proverbs. Here are a few of them.

Cleanliness is next to godliness.
Time is money.
God helps those who help themselves.
A man's home is his castle.
Early to bed and early to rise makes
the man healthy, wealthy and wise.
A penny saved is a penny earned.
Waste not, want not.
The early bird gets the worm.
Strike while the iron is hot.

These are then some aspects of life in the U.S. Features connected with occupations are discussed in Reading 2.

A. C o m p r e h e n s i o n .

Vocabulary. Choose the best alternative for these words and expressions from Reading 1. Check the Reading closely to make sure you are right. Use the line numbers under each item.

- | | |
|-------------|--------------|
| 1. ordinary | a. cheap |
| (line 16) | b. usual |
| | c. vulgar |
| | d. expensive |

2. at least
(line 16)
 - a. as a minimum
 - b. as a maximum
 - c. as usual
 - d. all of the above
3. observances
(line 19)
 - a. celebrations
 - b. observations
 - c. operations
 - d. regulations
4. readily
(line 23)
 - a. clearly
 - b. possibly
 - c. naturally
 - d. easily
5. spirits
(line 31)
 - a. beer, wine and similar products
 - b. milk, butter and similar products
 - c. oil, margarine and similar products
 - d. soap, detergent and similar products
6. breaks
(line 41)
 - a. stops
 - b. interruptions
 - c. discontinuities
 - d. all of the above
7. schedule
(line 44)
 - a. a list of objects
 - b. a list of times
 - c. a list of positions
 - d. a list of addresses
8. fare
(line 52)
 - a. money for travelling by bus
 - b. money for travelling by plane
 - c. money for travelling by taxi
 - d. all of the above
9. temperate
(line 56)
 - a. very cold and wet in winter
 - b. very hot and humid in summer
 - c. very dry and hot all year round
 - d. neither hot nor cold

- | | |
|-------------------------------|---|
| 10. on the whole
(line 64) | a. in general
b. in place of
c. in line with
d. in accordance with |
|-------------------------------|---|

Reading Comprehension. These statements and questions are about Reading 1.
Choose the best answer.

1. What happens on President's Day?
 - a. All workers take the day off.
 - b. Some workers work on weekends.
 - c. A few workers may get a holiday.
 - d. No workers get a holiday.
2. Are wines and spirits in any of the four major nutritional groups?
 - a. Yes, they are examples of dairy products.
 - b. No, but their nutritional value is high.
 - c. Yes, they are examples of fruits and vegetables.
 - d. No, and they may be bad for you.
3. Most Americans smoke and drink a lot.
 - a. Yes, because you see them on TV and in movies.
 - b. No, because they smoke and drink in moderation.
 - c. Yes, advertising shows that they do.
 - d. No, smoking and drinking are illegal in the U.S.
4. What is the meaning of "When in Rome, do as the Romans do"?
 - a. Act the way the others act.
 - b. Act the way you want to act.
 - c. Act the way your boss tells you to act.
 - d. All the above.
5. Some places are air conditioned.
 - a. The temperature is hot and sticky inside.
 - b. The temperature is pleasant inside.
 - c. The temperature is nice and warm inside.
 - d. The temperature is the same as outside.

6. Indicate the best style of clothing for a clerical or administrative worker.

a.



b.



c.



d.



7. What is the meaning of "A man's home is his castle" (line 79)?
- In the U.S. there are many noble persons.
 - In the U.S. every man's house deserves respect.
 - In the U.S. everybody has beautiful houses.
 - In the U.S. there are many castles.

B. Reading Expansion.

(a) Here are some incomplete statements about Americans. Complete them in any way you like or use the reading to help you.

- Americans are
- Americans think that foreigners are
- American women are
- American men are
- American children are

(b) Here is a list of foods. Study it and make sure what each of them means.

lettuce	fish	butter
pork	buns	strawberries
grapes	chicken	cabbage
cheese	carrots	

Now complete this classification with the names from the list above.

meat 

bread 

dairy products 

fruits 

vegetables 

READING 2

In Reading 1 we presented information on some general cultural features which may be of interest to you in everyday life. Let us now look at a few aspects more directly relevant to work situations.

5 In Unit 5 we saw one of these: punctuality. Americans place a high value on doing things at the right time; especially not being late for work, not leaving work before regular hours, and completing a job within the time given. For an American supervisor or boss, time is really money. The reason for this is that there are many firms working in the same field and they compete with each other. The firm that provides the quickest and most
10 efficient service will get the largest number of customers. It will grow and will probably pay the best salaries to its personnel. Thus punctuality benefits the customer, the firm, and also its employees.

The concept of time is also important for efficiency: doing a job well in the shortest time. This requires concentration on the job, and
15 because of this you may find that your American co-workers tend to pay more attention to what they are doing than to the persons around them. You will find that they usually answer your greetings very quickly and then go back to their jobs. They are not rude or discourteous. Simply they are concentrating on the tasks that the boss gave them. Be polite and
20 friendly but do not forget your job and that of your co-workers.

Another important occupational feature is safety. Each firm takes special care to be sure that its workers do not suffer any physical harm while they are on the job. Safety precautions are especially strict in
25 places where machinery is used: workshops, construction sites, assembly lines, power stations, etc. In some cases, special clothing is needed: hard hats, ear-protection, boots, gloves, etc. In certain places, long hair can be dangerous because it may get caught in the machines or may prevent efficient movements.

A few precautions are taken to prevent fires and to be sure that
30 employees can quickly leave a place in case of danger. Others indicate that in certain places only authorized personnel can enter. Do not consider these precautions as supervision or intrusion. Their aim is to ensure your personal safety and your working efficiency.

35 Safety precautions are designed to protect the worker from physical
harm. Other precautions protect the customer's health. For example, if
you work at a supermarket, restaurant or laboratory, the supervisor may
ask you to wear a clean uniform and a cap in order to protect the product
from accidental contamination. You may be asked to wash your hands before
you begin your daily work. Do not consider this as an implication that your
40 employer believes you are dirty. It is simply an additional precaution to
protect the product and the user. All these measures are part of occupa-
tional hygiene.

You may be a semi-skilled worker. Or possibly you are a skilled person
with some previous experience. In any case, there are opportunities to
45 get further training and increase the knowledge needed to do your job more
efficiently. Further training is important to improve the quality of your
work and also to get better pay.

There are a number of opportunities for an employed person to get
further training. Some of these appear in Unit 3. Remember that in the
50 American occupational field there are always new techniques and new ways
of doing a job. The employee who is up to date in these techniques has an
excellent chance of promotion.

American employers pay special attention to clothing and personal
appearance. You may be blue collar worker or white collar employee. In
55 either case you must always be clean and neat, especially at the beginning
of the day. If you do manual work, your clothes must be appropriate and clean,
of course. If you have an administrative or clerical job, both men and
women must wear conservative dress. Too much hair, for example, in men
may not be considered adequate.

60 In Part II of this unit we will see some aspects of communication on
the job. Here we will mention one. You may find situations in which instruc-
tions are not clear to you. Or you may not understand an explanation from
your instructor. Do not be afraid to admit you don't understand. Ask
questions to clarify your doubts. Asking for additional explanations is
65 better than a job not done or done badly.

A. C o m p r e h e n s i o n

Vocabulary. Choose the best alternative for these words and expres-

sions from Reading 2. Check the Reading closely to make sure you are right.
Use the line numbers under each item.

- | | |
|---|---|
| 1. place a high value on
(lines 4-5) | a. pay a lot of money for
b. don't like very much
c. give much importance to
d. don't care much for |
| 2. polite
(line 19) | a. diligent
b. courteous
c. hard-working
d. cooperative |
| 3. hygiene
(line 42) | a. precautions to ensure health
b. precautions to ensure cleanliness
c. precautions to prevent disease
d. all of the above |
| 4. further
(line 45) | a. beyond
b. nearer
c. additional
d. sufficient |
| 5. up to date
(line 51) | a. has the most recent information
b. has the oldest information
c. has a little information
d. has no information |
| 6. promotion
(line 52) | a. dismissal
b. advancement
c. retirement
d. application |

Reading Comprehension. These statements and questions are about Reading 1.
Choose the best answer.

1. Name one aspect of punctuality.
 - a. Be on the job at least thirty minutes before.
 - b. Leave the job thirty minutes before.
 - c. Do not be late for work.
 - d. Be friendly and courteous.

2. Punctuality is very important. Why?
 - a. Because it benefits the firm.
 - b. Because it benefits the user.
 - c. Because it benefits the worker.
 - d. All of the above.
3. You greet an American co-worker while he is doing his job. He answers you very quickly and continues working. What does this mean?
 - a. Americans tend to concentrate on the job.
 - b. Americans dislike foreigners who work with them.
 - c. Americans are rude people.
 - d. Americans like to stop work and talk.
4. Some jobs require special clothing. Why?
 - a. Because the manager likes to control his employees very closely.
 - b. Because American workers enjoy funny clothes.
 - c. Because the firm wants to protect the employees against accidents.
 - d. Because the firm wants the workers to look neat and elegant.
5. Is it important to get further training?
 - a. Yes. It improves the quality of the customer.
 - b. No. It never results in advancement for the worker.
 - c. Yes. It improves the status of the worker.
 - d. No. It never improves the quality of the product or service.

6. Is this man acceptable on a job?



- a. No. White collar workers are usually required to look very neat.
- b. No. Long hair may be dangerous if he works with machines.
- c. No. Employees prefer that people have neatly cut hair.
- d. All of the above.

B. Reading Expansion.

(a) This woman works in a workshop with a lot of machinery. Which of these is the safe way to wear her hair?





(b) These illustrations show different types of clothing. Indicate which ones are safe for manual work. Write SAFE or UNSAFE below each illustration.

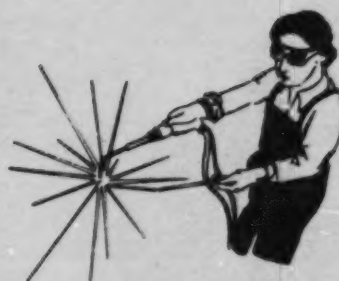


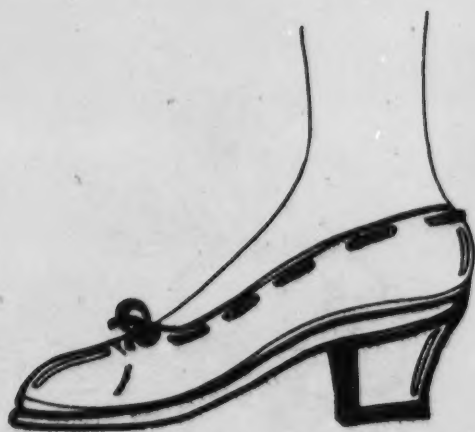












(c) Here are some signs usually found in work places. Then there is a list of illustrations. Write the number of the correct illustration below each sign. After doing the exercise, explain your choices orally to the class.

HARD HAT AREA

Illustration No. _____

NO SMOKING

Illustration No. _____

CAUTION MEN AT WORK

Illustration No. _____

DANGER: HIGH VOLTAGE

Illustration No. _____

USE HANDTOOLS AS THEY WERE
MEANT TO BE USED

Illustration No. _____

PUT HANDTOOLS AWAY IN SAFE POSITIONS



Figure 1



Figure 2



Figure 3



Figure 4



Figure 5

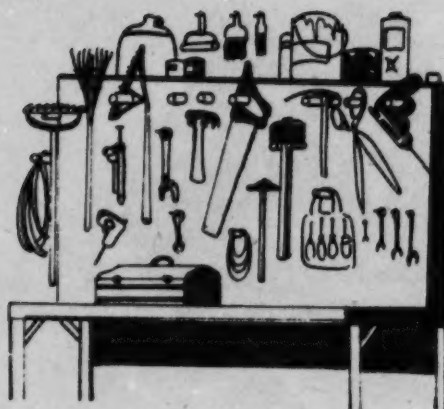


Figure 6



Figure 7



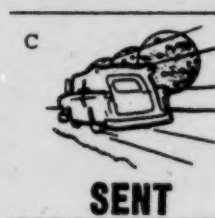
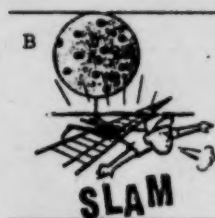
Figure 8



Figure 9



Figure 10



(d) Here are three illustrations labeled A, B, and C. They are not in the order of the sentences in this box.

1. He let the ladder fall.
2. He was sent to the hospital.
3. He had a sore leg.

Choose the correct order for the three drawings.

1. BCA
2. BAC
3. ABC
4. CBA

(e) Here are three American proverbs about safety. Match them with the world that best explain them. Students with an interest in art may wish to draw posters of the proverbs to use in class.

PROVERB

MEANING

1. Look before you leap.
2. An ounce of prevention is worth a pound of cure
3. Better safe than sorry.

- A. It's not how you do things
- B. It's better to be careful than to suffer in an accident.
- C. Look things over before you take action.
- D. It's not when you do things but where.
- E. What you do to keep from having an accident is more important than what you might do if you had one.

- 130 F. It's better to be well fed than to be hungry.

P A R T IIDIALOG 1

In Unit 5 Dinh begins to work for the Fine Furniture Factory. He is interested in improving his position inside the firm. In this dialog he talks to Steve Hoang. Steve is now the supervisor of the section in which Dinh works.

5 Dinh: Steve, how does one get promoted around here? I mean, besides working hard . . . ?

Steve: You already know the answer to that: hard work.

Dinh: I know. But could you give me examples of what you mean?

10 Steve: Sure. Put in a full working day. Be punctual. Give full attention to your job during scheduled working hours. Never leave early unless your boss authorizes you. You know, give a day's work for a day's pay.

Dinh: Right. Now, let me tell you about a problem I have. Sometimes when they give instructions for a task, I get confused about the instructions. And I don't think I should ask my boss so many questions. Or should I?

15 Steve: By all means. If things are not clear to you, go ahead and say so. Ask all the questions you need. We are here to do a job. If you don't understand, the job is not done. So don't be afraid, go ahead and ask.

Dinh: O.K. I was wondering . . .

Steve: Talking about a day's pay. Don't be a clock watcher.

20 Dinh: Uh? What do you mean?

Steve: Well, it's like this. Never count the hours and minutes before quitting time. You worry too much about quitting time and you don't pay attention to the job. But if you really concentrate on what you are doing, boy, then time flies fast. Before you know, it's quitting time. And you
25 feel happy because you finished the job.

Dinh: I get you. Is there anything else?

Steve: Sure. Lots more. Take loyalty, for example.

Dinh: Loyalty? To whom?

Steve: To your employer, of course. After all, he pays your salary. Don't
30 listen to gossip. Don't pass on rumors. Never bad-mouth your employer even

outside working hours. Your boss may hear about it.

Dinh: I see. But suppose I don't agree about something, say, the way they do things at the shop . . .

Steve: Then be frank and honest. Go to your boss and tell him frankly.
Don't go and talk to the wrong people.

Dinh: Well, Steve, thank you for . . .

Steve: Wait, one more thing. Follow the rules. You know, safety, hygiene, smoking, coffee and lunch breaks, personal telephone calls, whatever. Some of the rules may seem strange to you, but remember, there's usually a good reason for them. Respect them.

A. C o m p r e h e n s i o n .

Vocabulary. Choose the best alternative for these words and expressions from Dialog 1. Check the Dialog closely to make sure you are right. Use the line numbers under each item.

- | | |
|-------------------------------|---|
| 1. get promoted
(line 5) | a. get a better job in the same organization
b. get a better job in another firm
c. get an additional job
d. get fired |
| 2. should ask
(line 14) | a. it is possible to ask
b. it is desirable to ask
c. it is obligatory to ask
d. it is impossible to ask |
| 3. by all means
(line 15) | a. yes
b. no
c. no way
d. all of the above |
| 4. quitting time
(line 24) | a. time to get a new job
b. time to begin work
c. time to have a break
d. time to go home |
| 5. bad-mouth
(line 30) | a. speak frankly about
b. speak well about
c. speak badly about
d. speak clearly about |

Dialog Comprehension. These statements and questions are about Dialog

1. Choose the best answer.

1. "give a day's work for a day's pay".
 - a. do more work than you are paid to do.
 - b. do less work than you are paid to do.
 - c. do no work if you are not paid well.
 - d. do as much work as you are paid to do.
2. Dinh should ask all the questions he needs. Why?
 - a. They are important to do the job well.
 - b. Questions don't help the boss to do his job.
 - c. Questions don't let the workers concentrate on the instructions.
 - d. Questions make people confused.
3. Don't be a clock watcher. Why?
 - a. Because then you concentrate on the job.
 - b. Because then you finish the job.
 - c. Because then time passes very quickly.
 - d. All of the above.

B. Dialog Expansion.

(a) In Dialog 1 (lines 12 - 14), Dinh talks about his problem in asking supervisors to clarify instructions for him. Here is a list of sentences you can use to interrupt politely and ask for clarification. Make sure you understand what they mean. Repeat them aloud to make sure you can pronounce them correctly.

1. Excuse me, I didn't understand the last part.
2. Could you repeat that last instruction, please?
3. I didn't understand. Could you repeat, please?
4. Let me see if I got you right. You said (repeat instruction).

Now here are four sets of instructions. Let your classmate read them. Interrupt him and ask him to clarify. Use sentences 1, 2 and 3 first. Then use sentence 4 repeating the instructions. Interrupt any time you don't understand. Take notes if you wish.

Instruction Set #1

- (1) Here is the key to the red truck.
- (2) Drive the truck to the repair shop in Sector C.
- (3) Ask the mechanic to check the right front light.
- (4) Ask the mechanic to leave the key on the right front seat.

Instruction Set #2

- (1) Put on your safety goggles.
- (2) Put on your gloves.
- (3) Take equipment package.
- (4) Remove the plastic cover.
- (5) Check that all parts are in order.
- (6) Don't touch the moving parts when equipment is in operation.
- (7) Plug in equipment.
- (8) Turn on equipment.

Instruction Set #3

- (1) Peter, here is the memo.
- (2) Send copies to Jones, to Alex in the sales department and to Ed in personnel.
- (3) Send a copy to the manager too.
- (4) Make a xerox of the original and put it in the file.
- (5) Put the file on my desk for tomorrow.

Instruction Set #4

Booster cables for stalled vehicles.

- (1) Connect one clamp to the positive (+) of "dead" battery.
- (2) Connect the other clamp to the positive of good battery.
- (3) Connect the other clamp to negative(-) of the good battery.
- (4) Connect the other clamp to engine block of "dead" car as far away from battery as possible.
- (5) Start cars and immediately remove clamps. Remove clamp at engine block first.



(b) A friend wants to visit the Fine Furniture Factory. He calls you to ask for directions. Look at the map on the opposite page. Give your friend directions on how to get there. Here is the beginning of the conversation:

Friend: Hi, _____. This is Ted. I want to go to the FFF. I may get a job there. Could you tell me how I can get there?

You: Are you driving?

Friend: No, not today. Which bus should I take?

You: Take bus 26 and ask the driver to put you down at the corner of

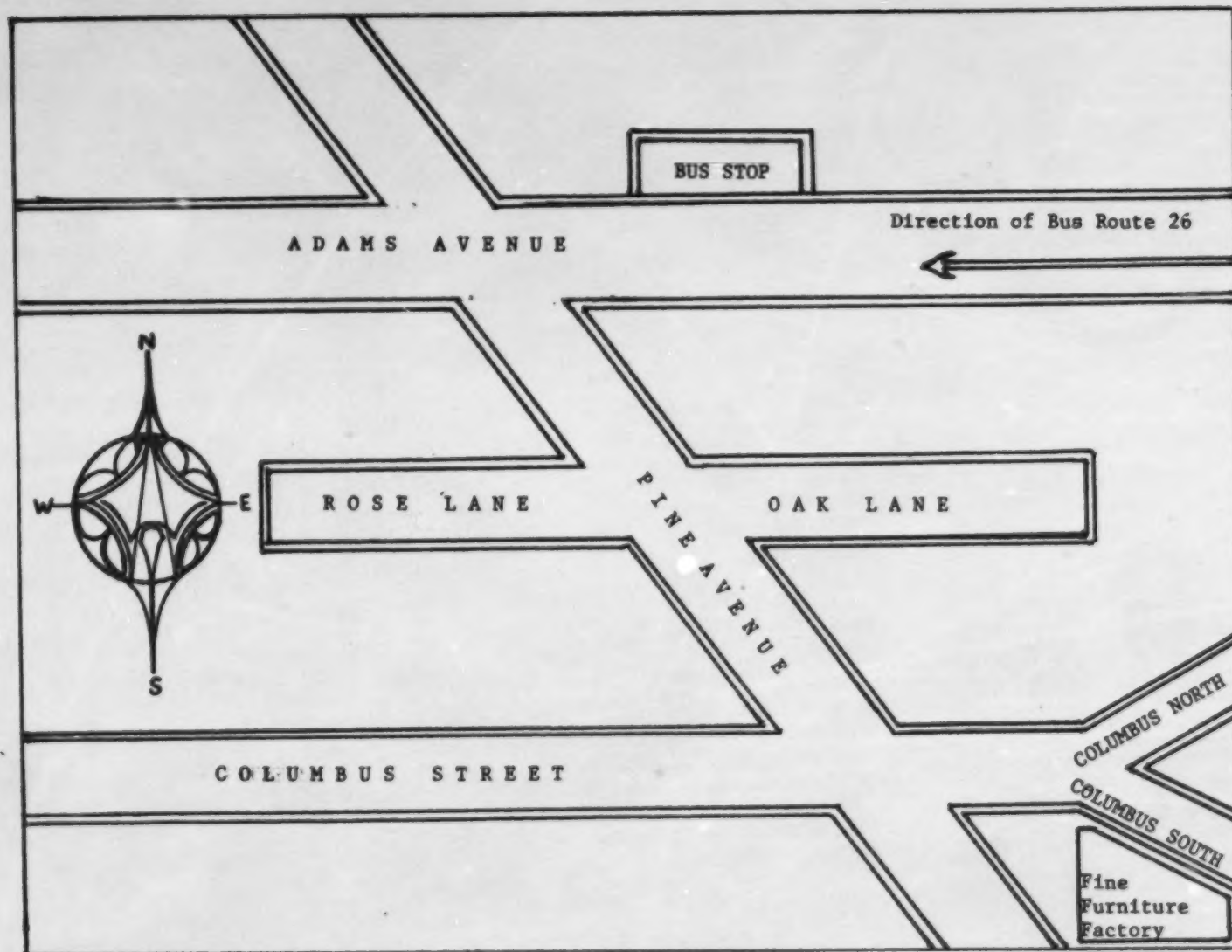
Complete the rest of the conversation. Here are some useful expressions: cross (name of street), walk straight for ____ blocks, turn right (left) at (name of street).

(c) Obtain a map of the city or community you live in. Have your classmate select two places distant from each other. Have him give you instructions on how to drive (or walk) from one place to the other. Use the sentences from exercise (a) above to ask for clarification when necessary.

(d) Look at the instruction sets in exercise (a) above. Make up similar instructions for a simple process you know about. You may draw diagrams if you wish. Here are some suggestions:

1. How to load and take a picture with an Instamatic camera (or any other make of camera).
2. How to make a cassette recording of your own voice (or the voice of a classmate).
3. How to prepare your favorite dish (or drink).
4. How to operate a coin-operated washing machine.
5. How to operate a new TV set.

Your classmate listens to your instructions, makes note of them and asks for clarification when needed. At the end, he (she) must repeat the instructions given. Later on, you listen to somebody else's instructions.



DIALOG 2

Ted Shoaf is applying for a job with the FFF. He is very young and inexperienced. So he asks Dinh for advice. This is their conversation.

Dinh: So you're applying for a job. What can I do for you?

5 Ted: Well, it's like this . . . I'm not sure about what things are like around here. May I ask you a few questions?

Dinh: Hmnn. . . I don't know . . . Really Steve is the man to ask. But I'll see what I can do. Go ahead.

Ted: Let's see . . . Do you work with many other people? How many are there besides you?

10 Dinh: There are six of us in this section. You'll probably be the seventh.

Ted: How do you get along with your co-workers?

Dinh: No problem. They are all hard-working people.

Ted: Do you work mostly alone?

15 Dinh: Part of the time, yes. Each of us has certain tasks and we are alone part of the time.

Ted: Hmmm . . . But I hear the boss is around most of the time.

Dinh: He has to be. You see, he is responsible for the final assembly. He has to see that each worker does a good job. That's what he is paid for.

20 Ted: I'm not sure I like that. I don't like working under close supervision. Do you?

Dinh: Well, at times it gets real difficult, especially when we get rush orders. But you get used to it. I did.

Ted: So you don't make any decisions yourself then.

25 Dinh: Not many. We get the tools, the materials and the instructions. Apart from that, you keep an eye on the machine. If anything goes wrong, you report to the maintenance chief straight away.

Ted: Talking about the maintenance chief, is it true what I hear . . .? I mean, he drinks a lot. And the other day, one of the girls was on the bus home and he

30 Dinh: I don't know about that. I have too much work to worry about that. What people do outside scheduled hours is not my business. The chief works as hard as anybody else around here. That's all I know.

Ted: Hey, don't take it like that. I was only asking Aaaah, I guess
 35 you're right. What he does outside working hours is not my business.

Dinh: Right. Any other questions?

Ted: What chances are there to get ahead?

Dinh: Weell, the usual ones. Be responsible, do your work well, be willing
 to do whatever is asked. You know, the usual thing.

Ted: Yeah, yeah, I know. That's not what I mean. What I mean is opportunity
 40 through further training.

Dinh: Oh, that. I'm new here but at my interview they mentioned that the
 chances are good. It all depends on performance and willingness. And don't
 forget the things you want to learn. What skills do you want to get?

Ted: I'm not very sure right now.

Dinh: What you do is think about your interests and skills. And now, excuse
 45 me. I have work to do.

A. C o m p r e h e n s i o n .

Vocabulary. Choose the best alternative for these words and expressions
 from Dialog 2. Check the dialog closely to make sure you are right. Use
 the line numbers under each item.

- | | |
|--------------------------------|--|
| 1. get along
(line 11) | a. to leave a place for |
| | b. to have good relations with |
| | c. to be able to |
| | d. to be connected with |
| 2. he has to
(line 17) | a. it is his obligation |
| | b. it is his pay |
| | c. it is his pleasure |
| | d. it is his plan |
| 3. assembly
(line 17) | a. action of bringing people together |
| | b. action of separating a group of people |
| | c. action of taking a product apart |
| | d. action of putting a product together |
| 4. rush orders
(line 22-23) | a. requests to bring food immediately |
| | b. requests to do a job quickly |
| | c. requests to supply a product immediately |
| | d. requests to do a job slowly and carefully |

- | | |
|---------------------------|--|
| 5. get ahead
(line 37) | a. to have good relations with
b. to do well in
c. to be connected with
d. to leave a place for |
|---------------------------|--|

Dialog Comprehension. These statements and questions are about Dialog 2.
Choose the best answer.

1. What is Ted interested in knowing?
 - a. He is interested in the working conditions at the FFF.
 - b. He is interested in the personal relations between workers.
 - c. He is interested in the possibilities of promotion.
 - d. All the above.
2. What does Dinh think about supervision by the boss?
 - a. He thinks there is no supervision.
 - b. He thinks that it is not the job of the supervisor.
 - c. He thinks it is the duty of the supervisor.
 - d. He thinks that there is too much supervision.
3. What is Dinh's reaction to the gossip from Ted (lines 28-30)?
 - a. He is interested and wants to know more.
 - b. He is not interested because he already knows about it.
 - c. He is not interested because he has a lot of work.
 - d. He is very interested because he gets along very well with his co-workers.
4. Are there any chances to get ahead at FFF?
 - a. Yes, through hard work and good connections.
 - b. Yes, through hard work and further training.
 - c. Yes, through a pleasant personal appearance.
 - d. Yes, through passing on gossip and rumor.

B. Dialog Expansion.

(a) Take a sheet of paper. Divide it into three columns. The first column is labeled NOT IMPORTANT, the second AVERAGE IMPORTANCE, the third VERY IMPORTANT. Imitate this model.

	NOT IMPORTANT		AVERAGE IMPORTANCE		VERY IMPORTANT
	1	2	3	4	5
1.	()	()	()	()	()
2.	()	()	()	()	()
3.	()	()	()	()	()
4.	()	()	()	()	()
5.	()	()	()	()	()
6.	()	()	()	()	()
7.	()	()	()	()	()

Now the teacher will read out seven characteristics from this list. Listen carefully and decide whether the characteristic read is NOT IMPORTANT, AVERAGE IMPORTANCE, or VERY IMPORTANT. Indicate your choice with a (✓) in the spaces given.

responsibility	type of industry	contact with the public
stability of company	company reputation	salary opportunities
security of job	prestige of job	degree of initiative
training program	quality of boss	variety of duties
advancement opportunities	quality of co-workers	starting salary
degree of independence	benefits	type of industry
distance from home	size of company	

Be prepared to defend orally the importance you give to some of the seven factors mentioned.

(b) Here is a list of statements which show different attitudes to a job. Read two of these to your classmate. Ask him (her) to decide if they are right or wrong attitudes. Then he (she) reads another two. Listen to them and decide again, whether they are right or wrong attitudes toward work.

1. Co-worker: You know, they say the personnel manager is divorcing and marrying an 18-year old girl.

You : Is he? Isn't he happy with his wife? Tell me more . . .

2. You : What they do in the other department is not my business. I'm not interested in what they do with the product.

3. You : The supervisor is not around. Can I go out for another cup of coffee and look at the new secretary? No, better finish the job.

4. New man : What is it like around here?

You : Lousy. The supervisor is always around looking at your work. He is always making trouble. And the pay is bad.

5. Boss : Could you do this job today?

You : I don't know the process very well. But I'll try.

6. Boss : You are free now. Could you do this job today?

You : Weeeell, . . . I don't know. I finished my job for the day. And your job is not exactly my line.

(c) In Dialog 2 (line 46) Dinh asks Ted to think about his interests and skills. Here is an incomplete dialog with questions to clarify interests and skills. Take turns with your classmate to give answers to the questions in this incomplete dialog between a vocational counselor and a worker.

Counselor: What specific type of work do you want to do?

You : _____.

Counselor: I see. Now, tell me, what do you want to do once you have some experience on your job?

You : _____.

Counselor: What tasks on your job do you do best?

You : _____.

Counselor: I don't quite understand. Could you give me an example?

You : _____.

Counselor: Oh, I see. Now, why don't you tell me about the things you like most about a job?

You : _____.

Counselor: Naturally. And the things you dislike about a job?

You : _____.

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Developing/Validating Materials
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UNIT 7

PART I

DIALOG 1

Dinh wants to know about some aspects of employment. He is interested in pay and other benefits. He is also interested in his rights as an employee. In this dialog he talks to Lisa Carroll, an accountant at FFF.

Lisa: . . . Oh, yes. Obligations. Well, the first one is to get a Social Security number. Do you know what you have to do?

Dinh: Don't tell me. I have to fill out another application form.

Lisa: You seem to have a lot of experience with forms.

Dinh: Yes. Lots of experience.

Lisa: Anyway, look up the address of the local Social Security office, and get a form from them. Don't forget your passport.

Dinh: Do I get any benefits from the Social Security office?

Lisa: Suppose you are sick for a long time. Then you get a check from the SS every month. This check replaces part of your salary. Any time you get a paycheck, some of your money is taken for social security. Your employer also deposits some money. You get all the money back when you retire.

Dinh: Oh, oh. Do they take any more money from my paycheck?

Lisa: You bet they do. Another part of your salary goes to taxes. You know, money paid to the government. This is your income tax. The tax depends on your salary: the larger the pay, the larger the tax.

Dinh: Hmmm . . . Is that all about the income tax? Maybe another form?

Lisa: Yes, there is another form. We call it the W-4. It comes from the Internal Revenue Service, the IRS. You fill this out the moment you become employed.

Dinh: Well, I guess forms are part of my life now. But tell me about my rights.

Lisa: To begin with, the law protects you against discrimination . . .

Dinh: I know that one. Nobody can refuse to employ me because of my race, religion, sex or age. My friends told me all about it.

30 Lisa: And nobody can use those reasons to deny you raises, promotions or further training. Or to fire you from your job.

Dinh: Talking about rights, tell me about compensation.

Lisa: Glad you asked. Compensation applies in case of accidents on the job. It includes doctor and hospital bills. All workers have the right to compensation.

35 Dinh: But I have this friend and he's having a lot of problems with compensation. His employers say it was his fault, the accident, I mean.

Lisa: Weell, I don't know your friend, but sometimes a worker may be drinking at the time of the accident. Or maybe he doesn't follow the safety rules. In those cases, compensation doesn't apply.

40 Dinh: Oh, oh, I think it's time to go back to work. Thanks for the information. Bye.

Lisa: Wait. Don't forget your hard hat.

A. C o m p r e h e n s i o n

Vocabulary. Choose the best alternative for these words and expressions from Dialog 1. Check the Dialog closely to make sure you are right. Use the line numbers under each item.

- | | |
|---|---|
| 1. look up
(line 9) | a. find information in a book, etc.
b. find a person in a room, etc.
c. find a document on a table, etc.
d. find money in a bank, etc. |
| 2. retire
(line 15) | a. leave the job when you finish it.
b. leave the job because of a promotion.
c. leave the job because of age.
d. leave the job because of race. |
| 3. You bet
(line 17) | a. you can be sure.
b. you can be wrong.
c. you can be right.
d. you can be sick. |
| 4. Internal Revenue Office
(line 22) | a. the organization connected with jobs.
b. the organization connected with salaries.
c. the organization connected with health.
d. the organization connected with taxes. |

- 5. deny
(line 29)
 - a. not to accept.
 - b. not to give.
 - c. not to see.
 - d. not to hear.

Dialog Comprehension. These statements and questions are about Dialog 1.
Choose the best answer.

1. What does the Social Security do?
 - a. It finds jobs for the unemployed.
 - b. It provides benefits for the sick and the old.
 - c. It provides technical assistance to companies.
 - d. It provides further training to people in the private sector.
2. What does the Social Security pay in case of illness?
 - a. Part of a worker's full salary.
 - b. A worker's doctor and hospital bills.
 - c. All of a worker's salary, and other benefits.
 - d. The worker's taxes and the salary.
3. Read lines 24-25 again. How does Dinh feel about forms?
 - a. He accepts them because they are inevitable.
 - b. He doesn't like them because he can't read.
 - c. He likes them because they are interesting.
 - d. He doesn't like them because he can't write.
4. Which of these are reasons why an employer can refuse a job?
 - a. Race.
 - b. Religion.
 - c. Age.
 - d. None of the above.
5. Who pays for compensation in case of an accident?
 - a. The employee.
 - b. The IRS.
 - c. The employer.
 - d. The Social Security office.

B. Dialog Expansion.

(a) Dialog 1 discusses some aspects of discrimination. Here are a few cases. Study them and explain orally if they are discriminatory or not. Indicate the type of discrimination (lines 27-28). Give your reasons.

Case 1

Charlie Pride worked for the Loyal Insurance Co. for forty years. He was the manager responsible for financial operations. He was ill and had difficulty with his eyes and ears. The president of the company asked him to retire.

Is this a case of discrimination?

Case 2

Lisa Carroll is an accountant. She is efficient and hard working. She began to work for her company nine years ago. Now the head of the section will be promoted to sales manager and his position is vacant. Lisa has the qualifications to become the section head. But she knows the company directors want a man for the job because all the section heads are men and will always be men.

Is this a case of discrimination?

Case 3

Claudia Ramos is a Mexican who works as a clerk in a small grocery store. She wants to complete her high school education. She knows that there are vacancies in an evening school near her home. She wants to register but she hears that the school principal believes that foreign students should register in another part of the city.

Is this a case of discrimination?

(b) Look at these illustrations. They show accidents on the job. Will the workers in these illustrations get compensation? Give your reasons for each case.

Case 1



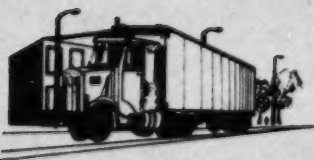
Case 2



Case 3



Case 4



(c) Here is a paycheck stub for a part-time worker. Study it and figure the net pay.

DATE PAID			WITHHOLDING INFO.			Stiff Funeral Home									
MO.	DAY	YR.	MARITAL STATUS	FED. EX.	STATE EX.										
02	27	81	M	01	01	CARLOS FUNES									
						999-99-999									

TMA/CRP SALARY REDUCTION	GROSS PAY	PERQUISITE	FED. TAX	STATE TAX	COUNTY TAX	PERF.	OPTIONAL TMA/CRP	SOC. SEC.	CIVIL SERV.
	45000		2500	688				30	37

MED. SEC. PLAN	TERM LIFE INS.	LTD. INS.	PAI. INS.	BONDS	PARKING	UNITED WAY	CREDIT UNION	PEP	MISC.
							3150		

PAID-UP LIFE INSURANCE									

NET PAY

DIALOG 2

Dinh knows that he needs a Social Security number. His future paychecks may be delayed or stopped until he gets a number. He goes to the nearest SS office. Here is his conversation with Steve Hoang when he is back at work the following morning.

5 Steve: Hi there. Hey, you look annoyed. What's the matter?

Dinh: Forms, forms and more forms. All I get is forms. They keep getting more difficult all the time. Here.

Steve: Ah, the SS application. You are right, this one looks a lot more difficult than the one I filled out three years ago. No, wait. It's about
10 the same as the old one. Read carefully.

Dinh: Hmmm, you are right. Steve, why so many forms? I mean . . .

Steve: Remember the SS provides a lot of services in case you have an accident, are ill or decide to retire. They need to know all the information they can get about you. And there are millions who use their services. So be patient
15 and fill it out.

Dinh: O.K., O.K., I'll do it. Hey, how do I write my name here?

Steve: Simple. Write it the Asian way. Some of your mail may be sent to Hanh, some to Dinh. If the address is right, you'll get the mail just the same.

20 Dinh: Weelll, I'm not so sure. Tell you what. I'll write my name the American way. I'll write my family name last, like this: Hanh Huu Dinh. How about that?

Steve: What's wrong with your name the other way? It sounds all right like that. No, keep it the traditional way.

25 Dinh: I guess you are right. Say, what do they need my parents' names for?

Steve: I don't know. They explain it somewhere . . . ah, here it is: "The names of your parents, . . . , are very important in establishing your unique and individual record with social security." How does that sound to you?

Dinh: Sounds O.K. Well, here it goes. It was easier than it looked. Now,
30 to mail the form.

Steve: Oh, no, you must take the form to the SS office yourself. And don't forget your passport.

Dinh: Back to the office? Again? . . . Oh, well. No gains without pains, I guess.

A. Comprehension

Vocabulary. Choose the best alternative for these words and expressions from Dialog 2. Check the Dialog closely to make sure you are right. Use the line numbers under each item.

- | | |
|-------------------------------------|--|
| 1. delayed
(line 2) | a. given before the right time.
b. given after the right time.
c. given at the right time.
d. all of the above. |
| 2. annoyed
(line 5) | a. a little angry.
b. very happy.
c. furious.
d. a little unhappy. |
| 3. unique
(line 27) | a. only.
b. similar to every one else.
c. different from everyone else.
d. alone. |
| 4. How does that sound
(line 28) | a. What do you think?
b. How do you like it?
c. What's your opinion?
d. All of the above. |

Dialog Comprehension. These statements and questions are about Dialog 2. Choose the best answer.

1. Dinh has yet another form to fill out. What is his attitude at first?
 - a. He is very impatient.
 - b. He is delighted.
 - c. He is indifferent.
 - d. He is patient.
2. Does Dinh's attitude change after he speaks with Steve?
 - a. Yes. He understands the reason for so many forms.
 - b. No. He doesn't understand the explanations Steve gives.
 - c. Yes. He enjoys filling out forms.
 - d. No. He still thinks that forms take a lot of time from work.

3. In line 35 Dinh says: "No gains without pains". What does this mean?

- a. Working hurts a lot.
- b. It's great being rich.
- c. Working hard is a lot of fun.
- d. Anything you get costs effort and sacrifice.

B. Dialog Expansion.

(a) In Dialog 2 Dinh shows his dislike because of the many forms he has to fill out. Here is an incomplete sentence which expresses some things you may dislike. Make up sentences with the alternatives offered. Number 7 is blank; use it for your own dislikes, if you wish.

- | | |
|---|---|
| <p>I dislike</p> <p>When I begin a new job,</p> <p>I don't like</p> | <ol style="list-style-type: none"> 1. filling out so many forms. 2. getting too many instruction. 3. working under supervision. 4. working without supervision. 5. getting rush orders. 6. getting too few instructions. 7. _____. |
|---|---|

(b) Now here is an incomplete sentence expressing preference. Make up sentences with the alternatives offered. Number 6 is blank; use it for your own preferences, if you wish.

- | | |
|---|---|
| <p>When I begin a new job, I prefer</p> | <ol style="list-style-type: none"> 1. to get plenty of instructions. 2. to work with other people. 3. to work independently. 4. to use my own ideas. 5. to know the company rules well. 6. _____. |
|---|---|

(c) Here are two workers talking about what they like and dislike about their jobs. Complete the dialog. Use expressions from (a) and (b) above or your own preferences. Take the part of Worker 1. Your classmate will be Worker 2. When the dialog is completed, you may reverse roles if you wish.

Worker 1: . . . oh, yes, it's a good job all right. But what I don't like about it is _____.

Worker 2: Same here.

Worker 1: Tell you what. My idea of a really good job is to _____.

Worker 2: Right. Now, what I dislike about this job is _____.

Worker 1: Well, I'm not sure about that. Any time I begin a new order I prefer to _____.

Worker 2: Not me. Give me _____ any time.

DEPARTMENT OF HEALTH AND HUMAN SERVICES
SOCIAL SECURITY ADMINISTRATIONFORM APPROVED
OMB NO. 72-S79002FORM SS-5 - APPLICATION FOR A
SOCIAL SECURITY NUMBER CARD
(Original, Replacement or Correction)

MICROFILM REF. NO. (SSA USE ONLY)

Unless the requested information is provided, we may not be able to issue a Social Security Number (20 CFR 422.103(b))

INSTRUCTIONS
TO APPLICANT

Before completing this form, please read the instructions on the opposite page. You can type or print, using pen with dark blue or black ink. Do not use pencil.

1	NAME TO BE SHOWN ON CARD	First	Middle	Last
1	FULL NAME AT BIRTH (IF OTHER THAN ABOVE)	First	Middle	Last
2	OTHER NAME(S) USED			
2	MAILING ADDRESS	(Street/Apt. No., P.O. Box, Rural Route No.)		
3	CITY	STATE	ZIP CODE	
3	CITIZENSHIP (Check one only)	SEX	SEX	RACE/ETHNIC DESCRIPTION (Check one only) (Voluntary)
	☐ a. U.S. citizen ☐ b. Legal alien allowed to work ☐ c. Legal alien not allowed to work ☐ d. Other (See instructions on Page 2)	4	5	☐ a. Asian, Asian-American or Pacific Islander (Includes persons of Chinese, Filipino, Japanese, Korean, Samoan, etc., ancestry or descent) ☐ b. Hispanic (Includes persons of Chicano, Cuban, Mexican or Mexican-American, Puerto Rican, South or Central American, or other Spanish ancestry or descent) ☐ c. Negro or Black (not Hispanic) ☐ d. North American Indian or Alaskan Native ☐ e. White (not Hispanic)
6	DATE OF BIRTH	MONTH	DAY	YEAR
7	PRESENT AGE	8	PLACE OF BIRTH	CITY
9	MOTHER'S NAME AT HER BIRTH	First	Middle	Last (her maiden name)
9	FATHER'S NAME	First	Middle	Last
10	a. Have you or someone on your behalf applied for a social security number before? ☐ No ☐ Don't Know ☐ Yes			
10	If you checked "yes", complete items "b" through "e" below; otherwise go to item 11.			
10	b. Enter social security number		c. In what State did you apply? What year?	
10	d. Enter the name shown on your most recent social security card		e. If the birth date you used was different from the date shown in item 6, enter it here.	
11	TODAY'S DATE	MONTH	DAY	YEAR
12	Telephone number where we can reach you during the day		HOME	OTHER
13	WARNING: Deliberately providing false information on this application is punishable by a fine of \$1,000 or one year in jail, or both.			
13	YOUR SIGNATURE		YOUR RELATIONSHIP TO PERSON IN ITEM 1	
14	WITNESS (Needed only if signed by mark "X")		WITNESS (Needed only if signed by mark "X")	
DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)				
SUPPORTING DOCUMENT - EXPEDITE CASE DUP ISSUED			SSN ASSIGNED OR VERIFIED	
DOC			NPN	
NTC			BIC	
CAN			SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW.	
TYPE(S) OF EVIDENCE SUBMITTED			DATE	
MANDATORY IN PERSON INTERVIEW CONDUCTED			DATE	
ION			ITV	
DCL				

PART IIREADING 1

Look at the document reproduced on page 9. It is the form used to apply for a Social Security number. Study it carefully.

A. Comprehension.

Vocabulary. Choose the best alternative for these words and expressions from Reading 1. Check the Reading closely to make sure you are right. Use the line numbers under each item.

- | | |
|---------------------------------------|--|
| 1. to issue
(line 5) | a. to order.
b. to apply.
c. to provide.
d. to refuse. |
| 2. alien
(line 13) | a. a strange person
b. a U.S. citizen in the U.S.
c. a foreigner in the U.S.
d. all of the above. |
| 3. descent
(line 15) | a. parents and grandparents.
b. children and grandchildren.
c. friends and co-workers.
d. nephews and nieces. |
| 4. maiden name
(line 21) | a. name of a woman after she marries.
b. name of a man after he marries.
c. name of a woman before she marries.
d. name of a man before he marries. |
| 5. on your behalf
(line 19) | a. in your interests.
b. in your representation.
c. in your place.
d. all of the above. |
| 6. items "b" through "e"
(line 19) | a. "b" and "e" only.
b. "b" but not "e".
c. from "b" to "e".
d. all items except "b" and "e". |

- | | |
|---------------------------|---|
| 7. otherwise
(line 19) | a. however
b. if.
c. unless.
d. if not. |
| 8. enter
(line 25) | a. write.
b. come in.
c. read.
d. go out. |
| 9. reach
(line 30) | a. contact.
b. leave.
c. arrive.
d. apply. |
| 10. fine
(line 31) | a. money you pay for a taxi ride.
b. money you pay for breaking a law.
c. money you pay for buying a car.
d. money you pay entering a country. |
| 11. witness
(line 35) | a. person who knows how to fill out a form.
b. person who knows the person who signs.
c. person who knows how the SS works.
d. person who knows how to do a job. |

Reading Comprehension. These statements and questions are about Reading 2.
Choose the best answer.

1. A person does not provide the information requested in the form.
What happens?
 - a. Perhaps the SS will not provide a SS card and number.
 - b. Possibly the SS will not provide a SS card and number.
 - c. Maybe the SS will not provide a SS card and number.
 - d. All of the above.

2. The form requests information about race of applicant. The applicant does not give this information. What happens?
 - a. The applicant gets the number and card because the information about race is not obligatory.
 - b. The applicant may not get the number and card because the information about race is obligatory.
 - c. The applicant will get the card when the information about race is given.
 - d. The applicant will never get the number and card.
3. Suppose that a person provides false information in the application. What happens?
 - a. The person may go to jail for a year.
 - b. The person may have to pay a fine.
 - c. The person may have to go to jail and pay the fine.
 - d. None of the above.
4. When does an applicant need witnesses?
 - a. When the applicant gets a new job.
 - b. When the applicant changes jobs.
 - c. When the applicant is ill or absent.
 - d. When the applicant cannot write.

B. Reading Expansion.

(a) Study the Instructions for Completing the Application Form on page 13. Ask your teacher to clarify any doubts about vocabulary.

(b) Fill out the application form on page 9 with information about yourself.

(c) Look at page 9, section 3 Citizenship. Letter b. It is for people who have entered the U.S. legally and may work. Here is one case. Take the role of this person and explain the details of your case to your classmate. Your classmate takes notes and prepares a written explanation to include with the SS application form.

Enrique Hernandez entered the United States with papers that allow him to work. He has a wife and seven children. One of the children is very sick. His wife needs to take care of the children. He is a skilled carpenter. He really needs a job.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

If you do not know the answer to a question and cannot find the answer, write "unknown" in the space for the answer. If you have any questions about how to complete the form, what papers you must submit with it or whether a personal interview will be necessary, please call your nearest social security office at the number listed in your telephone directory. After your completed application and all necessary evidence are received, your local office can tell you approximately how long it will take before you get your social security card in the mail. The instructions below are numbered to correspond with the numbered items on the application.

1. Please enter your full name as you use it for work, school, or other official business. If you have a middle name, enter it in full in the space provided. Your entire name will be recorded in our records; however, only your first name, middle initial and last name will appear on the card itself, unless you specifically request that we spell out your middle name.
If your name has changed, show the name you were given at birth on the second line.
If you have used any other name during your lifetime, show it on the third line. Do not include nicknames unless used officially at school or work. More than one such name can be shown.
2. Enter the address where you want your social security card mailed. If mail under your name is not normally received at the address which you show, use an "in care of" address. Example: c/o J. Doe, 1 Elm St.
3. Check the block which applies to you. If you checked "Other," please submit a statement explaining your situation and why you need a social security number. (You may attach a separate sheet.)
4. Check the block to indicate your sex.
5. While your failure to complete this question will not affect your obtaining a social security number, this information is important to find out how Social Security programs affect different groups of people in our Nation. It is also essential for preparing statistics to determine compliance with Federal civil rights laws. When used for this purpose, statistics are presented as summaries or other forms of information which do not reveal the names of individuals.
6. Enter your date of birth by month, day, year.
7. Enter your age as of your last birthday.
8. Enter the city and State where you were born. If you were born outside the U.S., show the name of the city and country. Please do not use abbreviations.
9. The names of your parents, even if they are no longer alive, are very important in establishing your unique and individual record with social security. Be certain to show your mother's full name at her birth. If your father's last name is different from your name at birth, please explain by writing, for example, "step-father" or "adopting father" after your father's name. Use whichever name you prefer. If, however, you have ever requested a card before, use the name of the same father, step-father, etc. you used when you first applied.
10. If your answer to item 10a is "No," or "Don't Know," go to item 11. If your answer is "Yes," answer questions 10b through 10c. If you applied for a social security number card before but never received it, draw a line through item 10b and try to answer both questions of item 10c as carefully as you can.
11. Enter today's date by month, day, year.
12. If we must contact you for any reason, we would prefer to phone you. Please indicate a phone number where we can reach you or leave a message for you.
13. Sign your name as it is usually written. Do not print unless your usual signature is printed. If you are applying on behalf of someone else, sign your own name. If you cannot write your name, you may sign by an "X" mark. Two persons must sign as witnesses to your mark.
14. Check the block marked "self" if you are completing the form for yourself. If you are completing the form for someone else, check the "other" block and show your relationship to the applicant; for example, "father" or "guardian."

READING 2

Here is part of the W4 form for income tax. Study it and then answer the vocabulary and comprehension questions.

Form **W-4**
(Rev. Oct. 1979)
Department of the
Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

This certificate is for income tax withholding purposes only. It will remain in effect until you change it. If you claim exemption from withholding, you will have to file a new certificate on or before April 30 of next year.

5 Type or print your full name		Your social security number
NOTE - To report a change in name or address, submit Personnel Information Form No. 13		
Marital Status ☐ Single ☐ Married ☐ Married, but withhold at higher Single rate		
Note: If married, but legally separated, or spouse is a nonresident alien, check the single block.		
1	Total number of allowances you are claiming (from line F of the worksheet on page 2)	
10 2	Additional amount, if any, you want deducted from each pay (see instructions below)	
3	I claim exemption from withholding because (see instructions and check boxes below that apply):	
a	☐ Last year I did not owe any Federal income tax and had a right to a full refund of ALL income tax withheld, AND	
b	☐ This year I do not expect to owe any Federal income tax and expect to have a right to a full refund of ALL income tax withheld. If both a and b apply, enter "EXEMPT" here	
c	☐ If you entered "EXEMPT" on line 3b, are you a full-time student?	☐ Yes ☐ No
15	Under the penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate, or if claiming exemption from withholding, that I am entitled to claim the exempt status.	
Employee's signature		Date, 19
Employer's name and address (including ZIP code) (FOR EMPLOYER'S USE ONLY) Purdue University, West Lafayette, IN 47907		Employer identification number 35-600-2041W

▲ Give the top part of this form to your employer; keep the lower part for your records and information ▲

A. Comprehension.

Vocabulary. Choose the best alternative for these words and expressions from Reading 2. Check the Reading closely to make sure you are right. Use the line numbers under each item.

1. allowance

(line 1)

a. discount.

b. salary.

c. wage.

d. fine.

2. to file

(line 4)

a. to issue.

b. to send.

c. to record.

d. to refuse.

3. claim

(line 3)

a. pay for.

b. owe to.

c. ask for.

d. leave for.

- | | |
|--------------------------|--|
| 4. submit
(line 6) | a. to give as payment.
b. to offer for consideration.
c. to present as evidence.
d. to apply for admission. |
| 5. spouse
(line 8) | a. mother or father.
b. brother or sister.
c. aunt or uncle.
d. husband or wife. |
| 6. deducted
(line 10) | a. added.
b. subtracted.
c. multiplied.
d. divided. |
| 7. refund
(line 12) | a. money owed.
b. money lost.
c. money saved.
d. money returned. |

Reading Comprehension. These statements and questions are about Reading 2.
Choose the best answer.

1. Suppose you don't live at the same address as last year. What do you do?
 - a. You call the IRS on the phone.
 - b. You send a telegram to the IRS.
 - c. You fill out a special form.
 - d. You write a letter to the IRS.
2. Suppose you are divorced. What is your marital status according to the IRS?
 - a. Single.
 - b. Dependent.
 - c. Divorced.
 - d. Married.
3. Suppose your spouse is a non-resident alien. What is your marital status according to the IRS.
 - a. Single.
 - b. Dependent.
 - c. Divorced.
 - d. Married.

4. When are you EXEMPT?
 - a. When you owe Federal income tax from last year.
 - b. When you don't owe any Federal income tax from last year or this year.
 - c. When you claim that you support a larger family this year.
 - d. When you file a new certificate on or before April 30 next year.
5. What does the employee do with the form on page 16?
 - a. He keeps it for his records and information.
 - b. He gives it to his wife to fill out.
 - c. He files a new certificate with the IRS.
 - d. He gives it to his employer.

B. Reading Expansion.

- (a) Complete form W4 with information about yourself.

Alan Garfinkel
Guillermo Latorre
Indiana Dept. of Public Instr.
310 Special Project (1980)
Developing/Validating Materials
for Adult Basic Ed.

UNIT 8

PART I

READING

In this Reading we will describe some factors which may make you happy or unhappy with your job. In the Dialogs for PART I and PART II, men and women discuss their experiences. First, let us look at general problems.

5 You probably agree that the most important thing about a job is money. A person feels happier about high pay than about low pay. When people can choose, they often choose the job with the highest pay. However, there are some aspects about pay that you may consider more carefully. For example, a low starting salary may not be so bad if there are chances of increase in pay in the near future. On other occasions, a low salary may include medical
10 insurance, paid vacations or other fringe benefits. These benefits may make a job more convenient even if the starting pay is low.

Other things are also important. One of these is challenge. Does your job provide opportunities to show your best qualities, like efficiency, punctuality, courtesy, initiative, etc.? You may find that some jobs are easy
15 to do and you get no chance of showing your strong points. A job with no challenge may not be what you want even if the pay is good.

The amount of personal contact sometimes affects your job satisfaction. Personal contact includes your boss, your fellow employees, and the public. There are workers who like independence, that is, a job with little supervision and no contact with either co-workers or the public. Some prefer team-work,
20 while others are good at dealing with the public. So, independence influences your job satisfaction, depending on what sort of person you are. Independence is also related to initiative, that is, how well you work with little supervision.

25 Job security is another consideration. You may get a job but it may not last long. The firm may need your services for a short time only. Naturally, permanent jobs give more satisfaction than temporary ones.

Some people feel very happy when they can see the results of their work. This is true of some manual occupations in which the worker can really see the finished product of his efforts. Carpenters, electricians, commercial artists, and painters are among these lucky people. On the other hand, the worker on an assembly line frequently has no opportunity of seeing the finished product because his work is a small part of a very large operation.

Variety of duties also affects satisfaction in the workplace. A fixed set of operations repeated many times a day can be boring no matter how good the pay is. Sometimes a worker may feel that variety of duties is as important as a larger salary.

Many other things affect job satisfaction. Some of these are: the company's reputation, the prestige of your job within the company, the opportunities for further training, danger and safety on the job, distance from job to home, etc. All of them are important in helping you to decide whether to take a job or not. Of course, the inexperienced worker often has no choice: he has to take the job when he finds one. But with more experience and training, the possibility of choosing jobs increases. Which factors do you think are important in job satisfaction?

A. Comprehension

Vocabulary. Choose the best alternative for these words and expressions from the Reading. Check the Reading closely to make sure you are right. Use the line numbers under each item.

- | | |
|---------------------------|--|
| 1. challenge
(line 12) | a. it requires low pay
b. it requires initiative
c. it requires good friends and relatives
d. it requires no effort |
| 2. while
(line 21) | a. at the same time
b. not
c. no
d. otherwise |

- | | |
|---------------------------|---------------------------|
| 3. duties
(line 34) | a. tasks |
| | b. vacations |
| | c. demands |
| | d. promotions |
| 4. no matter
(line 35) | a. it is important |
| | b. it makes no difference |
| | c. it takes no time |
| | d. it takes no effort |

Reading Comprehension. These statements and questions are about the Reading. Choose the best answer.

1. A low starting salary is sometimes acceptable.
 - a. Yes, if you get paid vacations.
 - b. Yes, if you get medical insurance.
 - c. Yes, if you get other fringe benefits.
 - d. All of the above.
2. George enjoys team work.
 - a. He gets along well with people.
 - b. He is very independent.
 - c. He does not need any supervision.
 - d. He does not get along well with his co-workers.
3. Alice has a lot of initiative.
 - a. She needs other people to help her.
 - b. She does not like dealing with the public.
 - c. She needs little supervision to do her work well.
 - d. She does not know her job well.
4. One of these is not an example of a variety of activities.
 - a. A teacher in school.
 - b. A doctor in a hospital.
 - c. A worker on an assembly line.
 - d. A waiter in a restaurant.

5. Describe the situation of the inexperienced worker.
- He has to accept the job if he gets an offer.
 - He has to consider the starting salary and future prospects.
 - He has to consider factors other than pay.
 - All of the above.

B. Reading Expansion.

(a) Look at the Reading again and select six factors in job satisfaction, other than pay. Write the names of the factors in the numbered spaces (in the spaces immediately on the right of the numbers.) Indicate the importance of each factor with a ☒ under categories NOT IMPORTANT, AVERAGE IMPORTANCE, VERY IMPORTANT. Rate yourself from "1" to "5" on each factor. Notice that factor 1 is already included.

FACTOR	NOT IMPORTANT		AVERAGE IMPORTANCE		VERY IMPORTANT
	1	2	3	4	5
1. Spouse's desires	()	()	()	()	()
2.	()	()	()	()	()
3.	()	()	()	()	()
4.	()	()	()	()	()
5.	()	()	()	()	()
6.	()	()	()	()	()
7.	()	()	()	()	()
8.	()	()	()	()	()

(b) Here is a list of skills that combine to make up most varieties of jobs. Select 3 or 4 items from the list that you consider important in any job that you would like to have and do well. Explain what job the skills fit and why you chose them. Work in groups. Depend on your teacher and use your dictionary. Example: Skills 2 and 11 fit a bookkeeper's work.

1. Design, color and shape things.
2. Calculate, count and keep records.
3. Observe, operate and inspect.
4. Repair, assemble, operate.
5. Help people, be nice to them, be of service to them.
6. Cooking foods.
7. Do work requiring physical strength.
8. Persuade and influence people, sell.
9. Operate heavy equipment.
10. Operate precision equipment.
11. Read, write and keep records.
12. Invent, develop, create.

DIALOG

Do you remember Ted Shoaf in Unit 6? He is an applicant for a job with the Fine Furniture Factory. In this Dialog, he talks informally with Vicki Rush, a vocational counselor with a private employment agency.

5 Ted : Yeah, the pay is good and I'll probably get the job. But there are some things I'm not very sure about it. Do you mind if I ask you a couple of questions?

Vicki: No, not at all. But before I try to answer, let me ask you something.

Ted : Sure, go ahead.

Vicki: Do you have other job offers besides the one from FFF?

10 Ted : Uh?, well . . . I, . . . er, well, no. The market is pretty tight for a guy like me.

Vicki: I know. So the first thing is to decide whether you can do the job or not. Can you?

Ted : Of course I can. Besides, I need the pay.

15 Vicki: So the first thing is to get the job. You're lucky to get one. Once you get it, make sure you do it well. And now, your questions.

Ted : Well, people tell me that money isn't everything in a job. Is that true?

Vicki: Yes, it is. You see, you may get a job, maybe the pay is good but you are not happy. There are other things besides pay.

20 Ted : Like what, for example?

- 25 Vicki: To begin with, there is the question of distance. Is the job close to home or not? Distance matters. You have to consider the time and cost to go from home to job and back, whether you have a car or not. The price of gas affects everything these days.
- Ted : That's what I was thinking. Tell me more.
- Vicki: There's lots more. Take your fellow workers, for instance. Are they easy to get along with?
- 30 Ted : Does it really matter? I mean, we all have a job and we have to get on with it . . .
- Vicki: Right, but if you don't like some of your fellow workers, then the job is not fun anymore. And if you dislike your boss, well, then . . .
- Ted : Gee, you are right. Is that what they call human relations?
- 35 Vicki: Yes, and they are pretty important. You don't enjoy your work if you don't get along with the other employees.
- Ted : Is there anything else?
- Vicki: Plenty more, but there's no time now. I have to be back in the office. But here's something to think about: do you want to do the same job all your life? Or do you want to move on to other responsibilities?
- 40 And does the firm give you the chance to do this? Think it over. Bye.
- Ted : I will. Thanks a lot. Bye.

Comprehension.

Vocabulary. Choose the best alternative for these words from the Dialog. Check the Dialog closely to make sure you are right. Use the line numbers under each item.

- | | |
|------------------------------------|--|
| 1. Do you mind . . . ?
(line 5) | a. Do you like . . . ?
b. Is it O.K. . . . ?
c. Do you see . . . ?
d. Is it yours . . . ? |
| 2. go ahead
(line 8) | a. go on
b. go in
c. go up
d. go out |

- | | |
|-----------------------------|--|
| 3. job offers
(line 9) | a. job opportunities
b. chances of employment
c. occupational possibilities
d. all of the above |
| 4. matters
(line 23) | a. is important
b. is irrelevant
c. is impossible
d. is nice |
| 5. take
(line 27) | a. look at
b. consider
c. think of
d. all of the above |
| 6. plenty more
(line 37) | a. little more
b. no more
c. lots more
d. nothing else |

Dialog Comprehension. These statements and questions are about the Dialog.
Choose the best answer.

1. Why is Ted talking to Vicki?
 - a. He wants to know about salaries at FFF.
 - b. He wants to know fringe benefits at FFF.
 - c. He wants to know about job satisfaction.
 - d. He wants to know about social security and taxes.
2. Ted says that the market is pretty tight for him. What does this mean?
 - a. There are few opportunities for a man like him.
 - b. There is no job for him at the Fine Furniture Factory.
 - c. There are plenty of opportunities for a man like him.
 - d. There are no opportunities for a man like him.

3. Does Vicki believe that human relations matter?
 - a. Yes, because human relations lead to better pay.
 - b. No, because people have a job and they have to get on with it.
 - c. Yes, because human relations make a job pleasant or unpleasant.
 - d. No, because human relations do not lead to fringe benefits.
4. Vicki talks about job satisfaction. Is this useful for Ted right now?
 - a. Yes, because now Ted can choose between the Fine Furniture Factory and the other job.
 - b. No, because Ted cannot understand Vicki's offers.
 - c. Yes, because Ted has plenty of job offers.
 - d. No, because Ted has only one job opportunity.
5. What is Vicki's final advice?
 - a. Consider factors in job satisfaction.
 - b. Consider doing the same job or change to other activities.
 - c. Think about pay and fringe benefits.
 - d. Think about moving closer to the job.

PART I IDIALOG 1

In this conversation, Dinh talks to Dave Hall and Ed Powers, two blue collar workers. Dave is a retired construction worker. Ed was a welder at a large tractor factory and is also retired. The three men are in the Social Security office.

5 Dinh: I hear the construction jobs are pretty hard.

Dave: You bet. There's no job you can call easy. Lots of dust, dirt and noise for eight hours a day. No, it was no picnic.

Ed : What kind of job did you do?

10 Dave: I used to be a crane operator. People say that all you need is muscle. That's not true. You have to be real careful when you operate the cranes. There are people working all around you. Some of them are on top of the building. If you aren't careful, you may hurt them. You've got to be careful, not just strong.

15 Ed : Well, you needed a lot of muscle in my job. The welding gun cables are heavy and you better be strong. Besides, you stand on the same spot all day long. You just can't move. There is work coming down the assembly line all the time. So you keep working all the time.

Dinh: It's the same if you're a carpenter. I mean, you don't concentrate and you ruin a piece of work. . . Or lose a finger or something.

20 Ed : At the plant, it was the noise. Imagine, mechanics and welders, hundreds of them, doing their jobs all at the same time. No chance to talk to the guy next to you.

Dinh: But the pay was good, wasn't it?

Ed : Oh, yeah. No problem about that.

25 Dinh: Was there anything you didn't like about the job?

30 Ed : Weeell, yes. There was the noise. And the pressure. There was stuff coming down the line all the time. You just had no time to think. And you did the same thing all day long. Just press the button and weld. That's all. The same thing hundreds of times a day. That's all. I didn't like the . . . the . . . what do you call it?

Dave: The monotony?

- Ed : Yeah, that, the monotony. You know, stand on the same spot and do the same thing hundreds of times a day.
- 35 Dinh: That's what I like about my job. We don't do the same thing all the time. We make home and office furniture and that means something new all the time. And you see the finished product and feel good about it.
- Dave: That's what I liked about my job. Sometimes I go near a building or a road and I say "I helped build it". It sure makes you feel good.
- Dinh: But there were things you didn't like.
- 40 Dave: Sure. Dust, dirt and noise all day long. It's no fun. Eating dust all day is just not good for your health.
- Ed : Talk about health. I got a couple of burns on my face and arms. Sometimes I paid no attention to the safety rules. Look.
- Dave: Is there anything you liked?
- 45 Ed : Oh, yeah. The pay, like I said. Besides, I enjoy working with my hands. That's good, all right.
- Dave: I guess the important thing is to like your work. That's what matters.

A. C o m p r e h e n s i o n .

Vocabulary. Choose the best alternative for these words and expressions from Dialog 1. Check the Dialog closely to make sure you are right. Use the line numbers under each item.

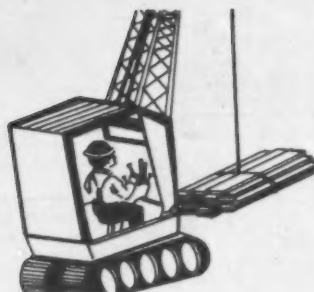
- | | |
|---------------------------------|---|
| 1. you bet
(line 6) | a. you don't know
b. you can't do it
c. you are wrong
d. you can be sure |
| 2. it was no picnic
(line 7) | a. it was hard
b. it wasn't easy
c. it was hard
d. all of the above |

3. crane operator
(line 9)

a.



b.



c.



d.



4. muscle
(line 9)

- a. physical strength
- b. physical weakness
- c. mental ability
- d. mathematical ability

5. welding gun
(line 14)

a.



b.



c.



d.



6. spot
(line 15)

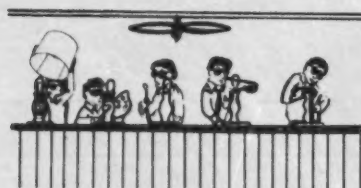
- a. situation
- b. place
- c. position
- d. locality

7. assembly line
(line 17)

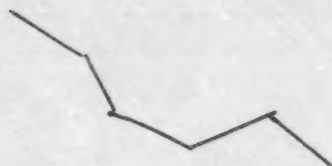
a.



b.



c.



d.



Dialog Comprehension. These statements and questions are about Dialog 1.
Choose the best answer.

1. Dave and Ed are young blue collar workers.
 - a. Yes, they work with Dinh at the Fine Furniture Factory.
 - b. No, they work in the car industry.
 - c. Yes, they are applying for Social Security numbers.
 - d. No, they are too old to work.
2. What does a crane operator require, according to Dave?
 - a. Mathematical skill.
 - b. Reading ability.
 - c. Care and strength.
 - d. All of the above.

3. According to Dinh, which job has the same requirements as operating a crane?
 - a. A welder.
 - b. A teacher.
 - c. A carpenter.
 - d. An accountant.
4. Ed had to work under pressure. What does this mean?
 - a. He had time to talk with his co-workers on the assembly line.
 - b. The work kept coming all the time.
 - c. He had time to go out and take a cup of coffee.
 - d. The supervisor never came around.
5. One of these describes Ed's work.
 - a. Noisy and monotonous.
 - b. Easy and uninteresting.
 - c. Difficult and badly-paid.
 - d. Challenging and varied.
6. One of these describes Dinh's work.
 - a. Dangerous
 - b. Varied
 - c. Boring
 - d. Secure

B. Dialog Expansion

(a) The three men in the Dialog speak about various aspects of their jobs. Here is a list of positive and negative statements about occupations. Read it and indicate your preference with a .

YES NO MAYBE

I prefer small companies.			
I don't like working alone.			
I like lots of responsibility.			
I like short hours no more than 8 a day.			
I like variety on the job.			
I don't work well under pressure.			
I prefer to work outdoors.			
I don't like noisy places.			
I like doing the same thing over and over.			
I don't mind dangerous jobs.			
I would like to live close to the job.			
I like to travel on the job.			
I don't mind job security.			
I enjoy working fast.			
I don't mind working on weekends.			
I like to work with machines.			

Now, use the statements on the list to make statements opposite in meaning. For example, your classmate says "I prefer large companies" and you reply "I prefer small companies (firms, etc.)".

(b) In line 9 of Dialog 1, Dave says "I used to be a crane operator." The expression used to indicates an activity which you did habitually in the past but which you do not do anymore. Complete these sentences:

1. When I was a child, I used to
2. In my home country, I used to

(c) (Optional). Here are questions about your present job. Answer them orally:

1. Is your job interesting or boring?
2. Is your pay enough to live on? What do you think is an adequate pay?
3. Is it a permanent job?
4. What do you think about your future in your job?
5. How do people get ahead in your home country?
6. How does your supervisor try to get the employees to do their work?
7. Is there any job you would prefer to have? Explain which one.

DIALOG 2

Two women talk about their jobs. Gina Perez works as an aide at a hospital. Janet Lee is a switchboard operator at a large hotel.

Janet: Hospital work, hmmm? What is it like?

Gina : Nothing much. I make beds, bring food to the patients, take temperatures, weigh them, and so on.

Janet: You're lucky. you are on the move all the time. Me, I get to work at eight, put on my headset and sit on the same chair for a straight eight hours. And you talk all the time.

Gina : Eight o'clock. That's a nice hour to begin work. I have to report at seven. Sometimes I'm late. Luckily, a friend punches me in so I never have any problem.

Janet: What happens if your boss finds out about it?

Gina : I don't know. I don't worry too much. I do my work well so the boss is happy most of the time. But tell me about your job. I imagine you make a lot of friends.

Janet: Not many really. We are busy all the time. Each operator handles about a thousand calls a day so there's no time to socialize.

Gina : A thousand calls a day! I had no idea. No wonder you have no time for conversation.

20 Janet: We really work under pressure. I believe it's the same with you with all those ill and elderly people.

Gina : Oh, yes, They all need something: water, food, help to get up, to go to the bathroom, you name it. Sometimes I have to make the same bed three or four times a day. And of course, there are times when
25 everybody wants everything at the same time. Then it really gets tough. People, that's the hardest part of my job.

Janet: It's the same with me. Sometimes people who want reservations get impatient and even rude. You can't answer back. You have to be nice and polite all the time. If you aren't, they may complain to the boss.
30 And that's not good for you. It takes a lot of patience in both jobs, I see.

Gina : Yes. You need patience, all right.

Janet: And the noise is just terrible. Imagine ten operators answering calls all day long. At the end of the day, you sure need some silence.

35 Gina : Well, a hotel is a nicer place than a hospital.

Janet: You are right. That's the nice part about it because the pay isn't.

Gina : So you aren't happy with the pay.

Janet: Not really. I mean, we handle the communications. What can the hotel do without communications? No, we deserve better pay.

40 Gina : You can always quit. And I bet there are things you like about the work.

Janet: I guess I like it. You're always talking to people and the building is nice. And, you never know, some day I may meet somebody real nice and . . .

45 Gina : Right. As for me, I don't intend to be a nurse's aide all my life. It's a good job and the money helps to pay school. It's just not the job of a lifetime, that's all.

Janet: What are your plans?

50 Gina : Well, go to college and study computers. Something like that, you know.

A. Comprehension.

Vocabulary. Choose the best alternative for these words and expressions from Dialog 2. Check the Dialog closely to make sure you are right. Use the line numbers under each item.

1. switchboard operator
(line 2)

a.



b.



c.



d.



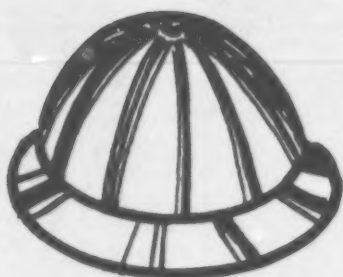
2. headset
(line 7)
a.



b.



c.



d.



3. punches . . . in
(line 10)

a.



b.



c.



d.



4. socialize
(line 17)

- a. to have coffee with friends
- b. to get together with friends
- c. to talk to friends
- d. all of the above

5. elderly
(line 21)

- a. old
- b. young
- c. middle aged
- d. dead

6. you name it
(line 23)

- a. for example
- b. just in case
- c. that is to say
- d. whatever

- | | |
|-----------------------|---|
| 7. tough
(line 26) | a. not easy
b. difficult
c. hard
d. all of the above |
|-----------------------|---|

Dialog Comprehension. These statements and questions are about Dialog 2.
Choose the best answer.

1. What is common to both Gina's and Janet's jobs?
 - a. Monotony
 - b. Pay
 - c. Variety
 - d. Punctuality
2. What else do they have in common?
 - a. The two work under pressure.
 - b. The two deal with people.
 - c. The two need a lot of patience.
 - d. All of the above.
3. What is Janet's attitude?
 - a. She likes her work but not the pay.
 - b. She likes the pay but not the work.
 - c. She likes the place but not the people.
 - d. She likes the people but not the place.
4. What is Gina's attitude?
 - a. She wants to be a nurse's aid the rest of her life.
 - b. She wants to meet a man and marry him.
 - c. She wants to study a technical career.
 - d. She wants to become a nurse.

B. Dialog Expansion.

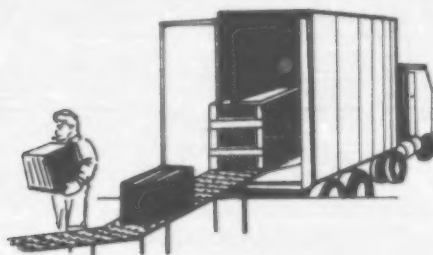
(a) Gina and Janet speak about their working conditions in a very general way: Here is a more detailed list. They may apply to a job you already have or to one you would like to have. Taking turns with your classmate, read aloud each item and answer Yes or No.

1. Are you well trained to do the job?
2. Do you understand exactly how to do the job?
3. Do you need exact written instructions on how to do the job?
4. Do you know how your work contributes to the finished product or service?
5. Does your job require the use of mechanical or electronic equipment?
6. Does your job provide opportunities for further training?

(b) Here are some cases of people who are not happy with their work. Read them and decide about the type of problem each person has. Suggest possible ways to improve their situation.

CASE A

Mike Reynolds works lifting heavy cases of chemicals and putting them on a conveyor belt. He works half an hour and then waits another half hour for the next load. He really does about four hours of work. He finds the work very boring. Besides, he sees that his time is not used very efficiently. However, he says that he is a manual worker and cannot say anything to the company to improve the efficiency.



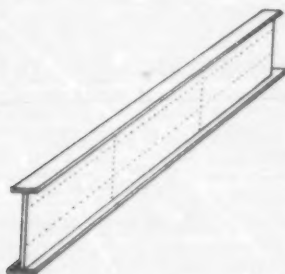
CONVEYOR BELT

CASE B

Wilma Cohn is a secretary with a large business firm in Chicago. Her salary is quite good and she works in a nice office with other women. But she says that she feels like a machine. She says that money is not everything because she does not feel she is making any contribution to her company. And there is always a supervisor watching her for any mistakes she makes.

CASE C

Jack Disik works in a steel mill which makes beams for buildings. He says that he works very hard but he never sees the results of his work. The pay is good and there are good fringe benefits.



STEEL BEAM

Alan Garfinkel
Guillermo Latorre
Indiana Dept. of Public Instr.
310 Special Project
Developing/Validating Materials
for Adult Basic Ed.

UNIT 9

PART I

READING

In this Unit we will discuss aspects of unemployment. It may never happen to you but you need to know what to do in case you lose your job. In this Unit you will know about the services available to unemployed persons and also about the attitudes needed to get a new job.

5 Sometimes people are fired but it is not their fault. In this case, they may apply for unemployment compensation. This is a service offered by the state to help people who are out of work. You may be eligible for this benefit even if you are fired. Your employer has to prove he fired you with good reason. Here are the main reasons why employers fire workers: continuous
10 absence without justification; use of alcohol or drugs on the job or before coming to work; violation of safety rules; refusal to follow instructions; jail sentences.

If an employer fires a worker for any of these reasons, then the worker cannot claim unemployment compensation.

15 There is another important requirement to get the benefit. You must have earned a minimum wage or salary in a 12-month period. The officials at the unemployment office can give you more details about this requirement. Remember that you apply for unemployment benefits at the Unemployment Compensation Office. This is usually in the same building as the state employment service.
20 These two are usually listed under the name of the state in the local telephone book. You must also register with the Employment Security Division. This office finds jobs for unemployed people. You must be willing to accept any job that fits your capabilities.

25 In case you get the unemployment benefit, you will receive a sum of money every week. This money depends on the number of people in your family. It also depends on the money you made in your previous job.

There is another important service for unemployed workers. It is the

trustee, an official in your local town. The trustee's office pays for food, housing, household goods, utilities, and the transportation needed when you are looking for another job. The trustee studies each case and decides which applicants need help more urgently.

There are some other ways you can get help while you find a new job. Food stamps is one of these. It is a federal program which allows families in need to buy good food at low prices. The stamps are coupons that can be used like cash to buy food. Millions of people use this program. There are food stamps offices in all cities and towns. At these offices, people can find out about the income that is required to be eligible for food stamps. For example, in 1979-1980, a four-person household was entitled to food stamps if their income was below \$596 a month.

Sometimes it is useful for an unemployed person to have a clear idea of the minimum income needed to live. This is also important in order to apply for state or federal help. Here is a list of typical expenses:

- rent or mortgage
- electricity
- water
- gas
- fuel
- telephone
- food
- transportation
- health insurance
- payments:
 - car
 - furniture
 - household appliances

There are other sources of help for unemployed persons. But the most important thing is attitude: be constantly alert for job opportunities. The advice in Unit 1 is also good here: talk to friends, relatives and neighbors, read bulletin boards at supermarkets and laundromats, read newspaper ads, look in the yellow pages of the telephone book. In case you want temporary work, there are many offers in the newspaper. Some employment agencies also find temporary work. But remember: never give up,

keep trying. As Americans say, "If at first you don't succeed, try, try again."

A. Comprehension.

Vocabulary. Choose the best alternative for these words and expressions from the Reading. Check the Reading closely to make sure you are right. Use the line numbers under each item.

- | | |
|--------------------------------------|--|
| 1. willing
(line 22) | a. acceptable
b. employed
c. unavailable
d. ready |
| 2. fits
(line 23) | a. is important for
b. is right for
c. is useful for
d. is inadequate for |
| 3. income
(line 37) | a. salary or wage
b. cost or expense
c. bill or payment
d. rate or tax |
| 4. household
(line 38) | a. people working together in an office
b. people living together in a hotel
c. people living together in a house
d. people working together in a factory |
| 5. was entitled
(line 38) | a. had the right to
b. has the right to
c. will have the right to
d. is having the right to |
| 6. household appliances
(line 55) | a. for example, trucks, cars and
tractors
b. for example, hammers, saws and
drills
c. for example, refrigerators, washers
and dryers
d. for example, calculators,
typewriters and computers |

Reading Comprehension. These statements and questions are about the Reading. Choose the best answer.

1. These four men are going to be laid off. Only ONE is entitled to unemployment compensation. Which one?

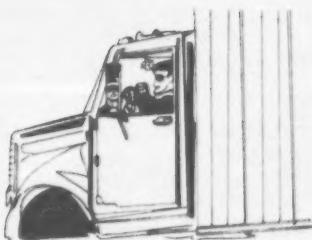
a.



b.



c.



d.



2. ONE of these workers is eligible for unemployment compensation. Which one?

- a. George had a job from December 1979 to May 1980.
- b. Gina had a job from June 1979 to July 1980.
- c. Carlos had a job from March to December 1981.
- d. Kim had a job from December 1979 to November 1980.

3. You want to find the address and telephone number of your local Employment Security office. You take the telephone book. Where do you find it?
 - a. Under Employment.
 - b. Under State.
 - c. Under Indiana.
 - d. Under U.S. Government.
4. One of these refers to people in a family who live on the salary of an employed person.
 - a. dependents.
 - b. supervisors.
 - c. applicants.
 - d. operators.
5. One of these is responsible for the food stamps program.
 - a. The private sector.
 - b. The local government.
 - c. The state government.
 - d. The U.S. government.
6. Here is the income of four families. ONE is eligible for food stamps.
 - a. Less than \$550 a month.
 - b. More than \$550 a month.
 - c. Below \$596 a week.
 - d. Above \$596 a month.
7. The word "utilities" describes one of these expenses:
 - a. Food, clothing, etc.
 - b. Gas, transportation, etc.
 - c. Water, electricity, etc.
 - d. Doctors, medicines, etc.

B. Reading Expansion.

(a) Here are some ads from a newspaper. Read them and give oral answers to the questions that follow.

**167-Part Time
Employment**
No Experience Necessary
Just a friendly personality. Call us.
We're Active. 474-6222 or 44-1184.
FULL AND PART TIME sales re-
cruiters for electronics. Also night
pickup and delivery. Apply in per-
son, Mr. King, 76 Nelson, Wray 38
and 328. F-4.
CARPENTER needed, references,
must be able to read blueprints.
Call 567-2394.
PART TIME JOBS for High
School Graduates. Plus up to \$4,000
for college tuition or \$1,500 bonus if
you can qualify. For more informa-
tion call 567-2394.

CAN'T FIND A JOB?
Perhaps we can help you to find
one. If you are unemployed, disad-
vantaged, a resident of Tuscaloosa
County, and GARY-eligible, call
567-2394 for an appointment. We
will meet with you.
Dept. of Career Development
620 S. East
(Near of Kosuth)
Take South St. Bus.
HELP WANTED to phone from our
studio evenings 6-9 p.m. Apply in
person Arthur Murray Studios,
214 Main St.

**WANTED NEAT and DEPEND-
ABLE** person to work part time as
doorman, and concession atten-
dants. Must be 18 yr. Apply in per-
son of MGM Cinema after 6:30pm.
GIRL TO MODEL 1 hour—once a
month in formal and bathing suit.
Willing to pay \$25.00 per hour. If
interested write to: Journal and
Courier, Box A-7, Lafayette,
Indiana 47901.

Now answer these questions:

1. What types of jobs are advertised?
2. Are there any benefits?
3. Where would you work if you took one of these jobs?
4. Is there any information about working hours?
5. Is there any information about pay?
6. Can you call for more information? If you can, indicate phone number.

(b) Bring a newspaper to class. Try to find temporary or part-time jobs.

Then answer these questions orally.

1. Which ads are placed by employment agencies?
2. Which ads are placed by employers?
3. List ten different types of jobs available.
4. Did you find any temporary jobs?
5. If you did, what kinds of jobs are offered?

(c) Here are two ads from the yellow pages. Study them and answer the questions that follow.

1.

BRAINPOWER TEMPORARIES

The Right Person at the Right Time.

Office - Industrial - Semi-skilled

Computer Operators - Technical

Sales

APPLICANT: Call for Openings to fit
your Skills!



Brainpower Temporaries - 1200 Flatbush 742-8118

GO GIRLS

"We have the right one for you"

For temporary work. All office skills. Fully insured.

For Peak Work or Vacation Fill-Ins.

C A L L

GO GIRLS - 1286 North Road 433-9205

Which of the two is more interesting to you? Give two reasons.

DIALOG

In this conversation, Dinh talks to Bob Simmons, a neighbor. Bob is a truck driver and lost his job about a year ago. Now he has a new job. He tells Dinh how he managed.

Dinh: How long did you work for them?

5 Bob : Twelve years.

Dinh: Twelve years! And they fired you after you worked for twelve years?

Bob : Hard to believe, isn't it? It all began with the price of fuel. Business began to get worse. We got fewer and fewer orders. The younger people were the first to go. Then one day the boss called me, told me that business was bad and I had to go.

10

Dinh: It must have been quite a shock.

Bob : You bet it was. After all those years I thought the job was mine. So I began buying things, you know, an infrared oven, a new color TV, a car. And all of it on credit.

15

Dinh: So you had a lot of debts when they fired you.

Bob : That's the first thought I had. Oh, my God, how and I going to pay all that money?

Dinh: Didn't you explain the problem to the finance company?

20 Bob : I had to. I told them I intended to begin to pay again the moment I got a job. Whew!! It was bad times, all right.

Dinh: But you finally solved your problems.

Bob : Yeah, but it took a lot of talking. Some of my creditors only lowered the payments. Others accepted my promise to begin payments later.

Dinh: How did you manage to pay? You had no salary . . .

25 Bob : Well, it wasn't as bad as that. You see, I got some money from the union. I also got unemployment benefit.

Dinh: Ah, I see . . . And did you do other work in the meantime?

Bob : From time to time I got temporary jobs and that brought in some more money. Once I filled in for a school bus driver on sick leave. Never again. It was worse than a truck full of monkeys.

30 Dinh: And about the job you have now, how did you get it?

Bob : Well, I knew I was out of a job. So I spoke to friends, I read the papers, I registered with the Employment Security Division, you know, that sort of thing. I finally got the job through the ads.

35 Dinh: And before you found it . . . ?

Bob : Like I said, I kept an eye on any temporary or part-time work that was offered. That and the union money and the compensation money kept us going till I found a more permanent job. It sounds easy but it got pretty hard at times. Hey, why are you asking? Are you going to be fired or something?

40 Dinh: Oh, no. Things are O.K. at the factory. But it's good to know just in case . . .

Bob : Yeah, you're right. Nowadays, you never can tell.

Dinh: As they say, better safe than sorry.

A. C o m p r e h e n s i o n .

Vocabulary. Choose the best alternative for these words and expressions from the Dialog. Check the Dialog closely to make sure you are right. Use the line numbers under each item.

- | | |
|--|--|
| 1. it took
(line 22) | a. it paid
b. it required
c. it charged
d. it cost |
| 2. creditors
(line 22) | a. you pay them a salary
b. you work for them
c. you owe them money
d. you live with them |
| 3. How did you manage . . . ?
(line 24) | a. How do you do?
b. What do you know?
c. How were you able?
d. How did you pay? |
| 4. I filled in
(line 29) | a. I took a person's place
b. I did someone else's job temporarily
c. I substituted
d. all of the above |
| 5. I kept an eye on
(line 36) | a. I paid attention to
b. I applied my experience in
c. I paid my debts with
d. I filled in for |
| 6. you never can tell
(line 43) | a. you never can pay
b. you never can talk
c. you never can be employed
d. you can never be sure |

Dialog Comprehension. These statements and questions are about the Dialog.
Choose the best answer.

1. Why was Bob fired?
 - a. Because he was too old in the company.
 - b. Because the company was losing money.
 - c. Because the younger people had to go first.
 - d. Because the company was expanding.

2. Bob got some compensation money.
 - a. Probably because he worked for more than a year.
 - b. Maybe because he was a union member.
 - c. Probably because he knew the boss.
 - d. Maybe because he was a young worker.
3. How did some creditors act when Bob lost his job?
 - a. They fired Bob.
 - b. They did not accept Bob's reasons.
 - c. They let him pay later when he got a job.
 - d. They asked him to pay all his debts right away.
4. A man was on sick leave.
 - a. He was laid off.
 - b. He quit the job because of his health.
 - c. He was temporarily absent because he was ill.
 - d. He got a better job.
5. How did Bob manage when he was unemployed?
 - a. He did not do any work.
 - b. He also took temporary jobs.
 - c. He depended on his union and compensation money only.
 - d. He applied for social security.
6. Bob drove a school bus. He enjoyed the experience.
 - a. Yes, he did. He wants to get a permanent job as a bus driver.
 - b. No, he didn't. The pay was too low.
 - c. Yes, he did. He loves children.
 - d. No, he didn't. Children are not easy to control.

Form 574
Rev. 8-79

ELIGIBILITY REVIEW QUESTIONNAIRE

(SF 85)

CONFIDENTIAL RECORD

Pursuant to IC-22-419-8, IC 4-1-8

TO THE CLAIMANT:

Answer each question carefully and completely and bring this form with you on your next visit. Failure to complete and return the form will cause delay in your claim. FOR YOUR NEXT VISIT ONLY, please report on _____ at _____ for benefit rights interview.

FIRST NAME	INITIAL	LAST NAME	SOCIAL SECURITY ACCOUNT NUMBER
1.			2.

- 10 3. Did your last employer say you would be called back? ☐ YES ☐ NO
 A. If "Yes" enter Date employer indicated for recall _____
 B. Do YOU expect to return to work with this employer? ☐ YES ☐ NO
- 15 4. Do you have a definite prospect for work with any other employer? ☐ YES ☐ NO
 A. If "Yes", enter Employer Name _____ Starting Date _____
5. A. What type of work did you do on your last job? _____
 B. What other types of work have you performed? _____
 C. What types of work are you trying to find? _____
- 20 6. What is the minimum STARTING wage you are willing to accept? _____
 7. Within what geographic area are you looking for work? _____
 8. What means of transportation do you have to get to a job? _____
- 25 9. List any disability (illness, injury, handicap, pregnancy) that may influence the type of work you can perform. _____
 10. A. What hours or shifts do you prefer to work? _____
 B. What hours or shifts are you willing to accept? _____
11. How do you normally find employment? (CHECK ONE OR MORE OF THE FOLLOWING)
☐ Personal Employer Contact ☐ Employment Service or Agency ☐ Labor Union ☐ Other (explain) _____
- 30 12. Are you receiving or will you receive severance pay or any form of pension? ☐ YES ☐ NO
13. Are you in business for yourself? That is, are you doing any work that brings you pay or may bring pay in the future? ☐ YES ☐ NO
14. Do you operate a farm? ☐ YES ☐ NO
15. Are you attending any college or university, technical or vocational school, or High School? ☐ YES ☐ NO
- 35 16. How long have you resided in this area? _____
 17. What do you think are your chances of finding work soon? _____
 18. If offered a job, can you begin work at once? If no, explain _____
19. Employment Record, Last Three Jobs
- | EMPLOYER NAME | LENGTH OF JOB | RATE OF PAY | TYPE OF WORK PERFORMED |
|---------------|---------------|-------------|------------------------|
| | | | |
| | | | |
| | | | |
- 40 20. How do you plan to seek work? _____
- 45 21. Claimant Certification: I certify that all the information furnished on this form is true to the best of my knowledge and belief, knowing that the law provides penalties for making false statements.
 Date _____ Claimant Signature _____

Use reverse side for comments on Eligibility Review Program

PART IIREADING

On page 173 there is a copy of the Eligibility Review Questionnaire. It is the form used when a person applies for unemployment benefits. Read it carefully.

A. Comprehension.

Vocabulary. Choose the best alternative for these words and expressions from the Reading. Check the Reading closely to make sure you are right. Use the line numbers under each item.

- | | |
|---------------------------|---|
| 1. failure to
(line 3) | a. to be present
b. to do
c. to be absent
d. not to |
| 2. enter
(line 11) | a. write
b. come in
c. read
d. go out |
| 3. recall
(line 11) | a. action of calling
b. action of not calling
c. action of calling again
d. all of the above |
| 4. prospect
(line 14) | a. view
b. possibility
c. impossibility
d. place |
| 5. injury
(line 25) | a. insult
b. offense
c. painful condition
d. pleasant condition |

- | | |
|-------------------------------|---|
| 6. severance pay
(line 30) | a. extra pay for overtime
b. extra pay for beginning a job
c. extra pay for vacations
d. extra pay for leaving a job |
| 7. resided
(line 35) | a. worked
b. lived
c. played
d. travelled |
| 8. seek
(line 43) | a. look for
b. look at
c. look in
d. look out |
| 9. furnished
(line 44) | a. applied
b. given
c. taken
d. used |

Reading Comprehension. These statements and questions are about the Reading. Choose the best answer.

1. What happens if you do not fill out and return the form?
 - a. Your application will not be accepted.
 - b. Your application will take a long time.
 - c. Your application will be accepted immediately.
 - d. Your application will be returned.
2. Look at line 36, question 17. Choose the correct answer.
 - a. 50-50
 - b. good
 - c. fair
 - d. all of the above
3. Look at line 43, question 20. Choose the best answer to this question.
 - a. See answer to question 11.
 - b. I don't know.
 - c. I'll manage.
 - d. Through the Social Security Office.

4. What happens if you enter false information?
 - a. Nothing.
 - b. Your claim is accepted.
 - c. You may have legal problems.
 - d. Your claim is reviewed.
5. Who is the claimant?
 - a. The ISES.
 - b. The employer.
 - c. The federal government.
 - d. The applicant.

B. Reading Expansion.

(a) Imagine that you are unemployed and are looking for a new job. Fill out the Eligibility Review Questionnaire with information about yourself. DO NOT WRITE YOUR NAME ON THE FORM. Write your social security number. Be prepared to give reasons for your eligibility orally.

(b) Now give your questionnaire to your teacher. The teacher will give you the questionnaire filled out by one of your classmates. Study it and decide whether your classmate is eligible for unemployment benefits or not. Make sure your reasons are clear.

(c) Now play the part of an official at the Unemployment Compensation Office. Call out the person's social security number. Explain why his (her) application has been accepted or rejected. Be prepared to answer questions and also to change your decision. Imagine that the interview takes place in your office.

D I A L O G

Marta Sanchez is talking to Lori Mitchell. The two women are married. Marta's husband, Oscar, was laid off six months ago but got a job last week. Marta tells Lori how they managed while Oscar was unemployed.

Marta: . . . So Oscar comes in one day and says "I got fired". At first we didn't know what to do. We owed money for the stereo, the carpets and the new beds for the boys' bedroom. Besides, the car needed urgent repairs. We were desperate, all right.

Lori : How awful! Honestly, I don't know what I would do if Earl got fired.

Marta: Wait, there's more. Oscar is not a union member so he could not claim union money. And his job lasted less than a year so he could not apply for unemployment compensation. I tell you, we were desperate.

Lori : I'll bet you were! What did you do then?

Marta: What else could we do? we started looking for work right away . . .

Lori : You mean the two of you . . .?

Marta: Oh, yes, the two of us. It's a tight job market so we figured that two had a better chance of landing a job.

Lori : But what about the children?

Marta: Well, Carlos and Pepe go out on the school bus at 8:00 in the morning and come back at about 3:30. That means about five or six hours in which I do only housework. That's enough time for a part-time job before the boys are back home. That's what we figured.

Lori : Isn't that neat? But how did Oscar like the idea?

Marta: He didn't like it at first. I didn't like it either. But time passed and no job for Oscar. And the bills had to be paid so . . .

Lori : I bet it was hard for Oscar.

Marta: Awful. But he saw we had no choice. Especially after my first job.

Lori : You're kidding. You mean, you got a job before Oscar did?

Marta: It wasn't a very good one but it paid and we needed the money. There was this ad on the bulletin board at the laundromat. They needed a part-time cleaning lady for some apartments and I took the job. Poor Oscar had to do the housework.

Lori : How cute! Come to think of it, I don't know how Earl would feel if I had a job while he is unemployed.

Marta: And then Oscar got a temporary job at a service station, so we were both employed. The house was a mess but the boys were getting good food and we began paying our bills again.

Lori : Imagine! It must have been hard on you.

Marta: Yes, but it helped us until Oscar finally got a more permanent job.

Lori : And now you're happy you're a housewife again, doing a woman's work.

Marta: Yeees . . . Well, I don't know. Now I have more experience, I know more English . . . A job can be fun, apart from the money. And there is this part-time job at the supermarket. . . Gee, I really don't know. What would you do?

Lori : Being a full-time housewife is not much fun. Take the job.

A. C o m p r e h e n s i o n .

Vocabulary. Choose the best alternative for these words and expressions from the Dialog. Check the Dialog closely to make sure you are right. Use the line numbers under each item.

- | | |
|----------------------------|------------------|
| 1. we figured
(line 15) | a. we calculated |
| | b. we studied |
| | c. we thought |
| | d. we applied |
| 2. landing
(line 16) | a. getting |
| | b. losing |
| | c. employing |
| | d. gaining |

Dialog Comprehension. These statements and questions are about the Dialog. Choose the best answer.

1. Did Oscar get some money when he was laid off?
 - a. No, he wasn't eligible for union money or unemployment compensation.
 - b. Yes, he was entitled to severance pay and to Social Security.
 - c. No, he was fired for drinking on the job and breaking safety rules.
 - d. Yes, he claimed all his income tax deductions and withholdings.
2. In line 15 Marta says "It's a tight job market." What does she mean?
 - a. There are plenty of occupations.
 - b. There are no chances of being employed.
 - c. There are few jobs.
 - d. There are no unemployment benefits.

3. How did Marta get her first job?
 - a. She knew about it from a friend.
 - b. She knew about it while she was washing her clothes.
 - c. She applied to the ISES.
 - d. She knew about it when she went to an employment agency.
4. Marta is a mother and wife. What did she do in order to work at her job?
 - a. She divorced Carlos.
 - b. She worked on a night shift.
 - c. She did not accept a job offer.
 - d. She used part of her housework time.
5. Describe Marta's attitude now that Oscar is working full-time again.
 - a. Marta doesn't want to apply for social security.
 - b. Marta is not sure that she likes housework.
 - c. Marta is not sure that she likes working outside the home.
 - d. Marta would like to continue working.

B. Dialog Expansion.

(a) In line 8 Lori says: "I don't know what I would do if Earl got fired." Read the following question and reply to it orally by choosing your answer from the ANSWER table below. You may give answers other than those suggested.

QUESTION

What would you do if you were fired?

ANSWER

fired, If I were laid off, I would dismissed,	look in the yellow pages. register with the ISES. read the classified ads. apply for interviews.
---	---

(b) Marta and Oscar had a difficult moment because he was unemployed but she had a job. What would you do if your wife (mother, sister, etc.) were employed while you are out of work? How would you feel?

Alan Garfinkel
 Guillermo Latorre
 Indiana Dept. of Public Instr.
 310 Special Project (1980)
 Developing/Validating Materials
 For Adult Basic Ed.

UNIT 10

PART I

READING 1

In this last Unit we will look at some aspects of retirement, that time in the future when you will be too old to work. Probably you are very busy right now. Maybe you are looking for your first job or you are beginning your first job. Or perhaps you are unemployed and are applying for unemployment benefits or trying to find another job. So you do not have the time right now to plan for what you will do when you are 65 or over. However, let us look at some things you may want to consider with that moment in mind.

The first thing to remember is your social security. Every time you get a paycheck, a sum of money is taken from your pay and deposited in your social security account. When you are 62 or older, you may stop working. You will not get a check from your employer anymore. However, social security will send you a check each month. This money will take the place of part of your pay.

When is it time to think about retirement? You should begin to plan around the age of 40. If you wait longer, your social security money will not be enough to live on when you retire. The following table shows how many years of employment under social security you need in order to qualify for retirement benefits.

If you are 62 in	you need
1981	7 1/2 years
1983	8 years
1987	9 years
1991 or later	10 years

What documents are necessary to apply for retirement benefits? First, you need your social security card. Then you need a record of your date of birth. These are some documents that the SS office can accept as proof of your age: birth certificate, marriage certificate, insurance policy, passport, or im-

migration and naturalization papers. Also needed are your income tax forms for the last two years.

30 The social security service also operates a program known as supplemental Security Income (SSI). To be eligible for SSI a person must be 65 or older, blind or disabled. This person must also have a low income and not much property. A house or an old car do not count as property for the SSI. Blind or disabled children are also eligible for this program.

35 Another important aspect of retirement is health care. Millions of workers in the U.S. use the Medicare program. Practically everyone who is 65 or older is eligible for Medicare. This program has two parts: hospital insurance and medical insurance. Hospital insurance helps to pay for inpatient hospital care, that is, when a person must stay in the hospital for some time. Also included is certain care after a patient leaves the hospital. Medical insurance helps
40 to cover doctor's services and other services not paid by the hospital insurance.

Medicare does not cover the full cost of the services it offers. This means that you must pay part of your health care when you retire. However, retired people with very low incomes can apply for additional money to pay for
45 expenses not covered by Medicare. Further information about Medicare is available at your local social security office.

This is then some very general information about retirement. There is only one other thing to remember. A healthy person has good employment potential even at 65. You have the skills you used in your job. These are also useful
50 in a part- or full-time activity similar to your old job. Or you may use these skills to apply them to a different job. In either case, you may continue to work and to supplement your pension. At 65 a person may not be young but is not dead either.

A. Comprehension.

Vocabulary. Choose the best alternative for these words and expressions from Reading 1. Check the Reading closely to make sure you are right. Use the line numbers under each item.

1. insurance policy
(line 26)
 - a. contract in which a company pays money in case of illness, death or accident
 - b. contract in which an employer pays money in case of illness, death or accident
 - c. contract in which an employee pays money in case of illness, death or accident
 - d. all of the above
2. operates
(line 29)
 - a. runs
 - b. manages
 - c. administrates
 - d. all of the above
3. supplemental
(line 29)
 - a. occasional
 - b. casual
 - c. additional
 - d. proportional
4. property
(line 32)
 - a. what a person is
 - b. what a person does
 - c. what a person says
 - d. what a person has
5. do not count
(line 32)
 - a. are not considered
 - b. are not hired
 - c. are not applied
 - d. are not used
6. disabled
(line 33)
 - a. cannot eat
 - b. cannot work
 - c. cannot live
 - d. all of the above
7. to cover
(line 40)
 - a. to charge
 - b. to pay
 - c. to bill
 - d. to cost

- 8. potential
(line 48)
 - a. weaknesses
 - b. possibilities
 - c. disabilities
 - d. availabilities
- 9. pension
(line 52)
 - a. place where a retired worker lives
 - b. money an employee receives for work done
 - c. place where a disabled person lives
 - d. money a retired worker gets

Reading Comprehension. These statements and questions are about Reading 1.
Choose the best answer.

- 1. This is a characteristic of social security payments to a retired worker:
 - a. They are larger than the salary or wages paid to workers in active employment.
 - b. They are equivalent to the salary or wages paid to workers in active employment.
 - c. They are smaller than the salary or wages paid to workers in active employment.
 - d. All of the above.
- 2. A person is 62 in 1983. When can this person retire?
 - a. In 1991.
 - b. In 1983
 - c. In 1994
 - d. In 1997
- 3. Why does the social security service require proof of age?
 - a. To know how much money the retired person should get.
 - b. To know how much money the retired person was paid.
 - c. To know if the person is the legal age to work.
 - d. To know if the person is the legal age to retire.

4. What type of person may require immigration or naturalization papers?
 - a. U.S. citizens working abroad for a U.S. firm.
 - b. Foreign workers employed in the U.S.
 - c. U.S. citizens working in the U.S. for a foreign firm.
 - d. Foreign workers working in their own countries.
5. The social security office also asks for income tax papers. Why?
 - a. To know how much money the retired person should get.
 - b. To know how much money the applicant was paid.
 - c. To know how much money is in the applicant's social security account.
 - d. All of the above.
6. Indicate the person(s) not eligible for SSI.
 - a.
 - b.



c.

d.



B. Reading Expansion.

Look at the following table and then solve the problems given below. Use the information in the table for your answers.

ESTIMATE YOUR SOCIAL SECURITY RETIREMENT CHECK

Monthly retirement benefits for workers who reached 62 before 1979 (effective June 1980)								
Average yearly earnings	For Workers			For Dependents ¹				Family ² benefits
	Retire- ment at 65	at 64	at 63	Spouse at 65 or child	at 64	at 63	at 62	
\$923 or less	153.10	142.90	132.70	76.60	70.30	63.90	57.50	229.70
1,200	197.00	183.90	170.80	98.50	90.30	82.10	73.90	295.50
2,000	256.20	239.20	222.10	128.10	117.50	106.80	96.10	384.30
3,000	316.40	295.40	274.30	158.20	145.10	131.90	118.70	483.70
3,600	349.50	326.20	302.90	174.80	160.30	145.70	131.10	573.00
4,000	372.20	347.40	322.60	186.10	170.60	155.10	139.60	636.00
4,400	398.70	372.20	345.60	199.40	182.80	166.20	149.60	706.70
4,800	422.20	394.10	366.00	211.10	193.60	176.00	158.40	769.70
5,200	443.80	414.30	384.70	221.90	203.50	185.00	166.50	832.60
5,600	465.60	434.60	403.60	232.80	213.00	193.60	174.30	863.20
6,000	487.80	455.30	422.80	243.90	223.60	203.30	183.00	894.60
6,400	509.60	475.70	441.70	254.80	233.60	212.40	191.10	926.00
6,800	532.80	497.30	461.80	266.40	244.20	222.00	199.80	957.70
7,200	560.30	523.00	485.60	280.20	256.90	233.50	210.20	991.10
7,600	584.90	546.00	507.00	292.50	268.20	243.80	219.40	1,023.50
8,000	606.30	565.90	525.50	303.20	278.00	252.70	227.40	1,061.00
8,400	619.20	578.00	536.70	309.60	283.80	258.00	232.20	1,083.60
8,800	634.60	592.30	550.00	317.30	290.90	264.50	238.00	1,110.20
9,400	653.80	610.30	566.70	326.90	299.70	272.50	245.20	1,143.70
10,000	671.80	627.10	582.30	335.90	308.00	280.00	252.00	1,175.50
10,400	684.50	638.90	593.30	342.30	313.80	285.30	256.80	1,197.50
11,000	702.70	655.90	609.10	351.40	322.20	292.90	263.60	1,229.00
11,400	713.30	665.80	618.20	356.70	327.00	297.30	267.60	1,248.10

¹If a person is eligible for both a worker's benefit and a spouse's benefit, the check actually payable is limited to the larger of the two.

²The maximum amount payable to a family is generally reached when a worker and two family members are eligible.

(a) You are retiring at 63. You are married and have no children. Your income is about 300 dollars a month. Figure out your retirement benefits.

(b) You are retiring at 65. You have no dependents. Your monthly income is about 916 dollars a month. Figure out your retirement benefit.

(c) You are retiring at 64. You have two dependents. Your annual income is approximately \$9500. Estimate your retirement benefits.

APPLICATION FOR RETIREMENT INSURANCE BENEFITS

I apply for all insurance benefits for which I am eligible under Title II (Federal Old-Age, Survivors, and Disability Insurance) and Title XVIII (Health Insurance for the Aged and Disabled) of the Social Security Act, as presently amended.

5

10

15

20

25

30

1.	(a) PRINT your name (First name, middle initial, last name) _____	
	(b) Enter your name at birth if different from item (a) _____	
10	(c) Check (✓) whether you are _____	☐ Male ☐ Female
2.	Enter your Social Security Number _____	____ / ____ / ____
3.	(a) Enter your date of birth (Month, day, year) _____	
	(b) Enter name of State or foreign country where you were born. _____	
	(If you have already presented a public or religious record of your birth established before you were age 5, go on to item 4.)	
15	(c) Was a public record of your birth made before you were age 5? ☐ Yes ☐ No ☐ Unknown	
	(d) Was a religious record of your birth made before you were age 5? ☐ Yes ☐ No ☐ Unknown	
4.	(a) Have you (or has someone on your behalf) ever filed an application for social security benefits, a period of disability under social security, supplemental security income, or hospital or medical insurance under Medicare? _____	☐ Yes (If "Yes," answer (b) and (c).) ☐ No (If "No," go on to item 5.)
20	(b) Enter name of person on whose social security record you filed other application. _____	
	(c) Enter Social Security Number of person named in (b). (If unknown, so indicate) _____	____ / ____ / ____
5.	(a) Are you so disabled that you cannot work or was there some period during the last 14 months when you were so disabled that you could not work? _____	☐ Yes ☐ No
	(b) If "Yes," enter the date you became disabled. _____	(Month, day, year)
25	6. (a) Were you in the active military or naval service (including Reserve or National Guard active duty or active duty for training) after September 7, 1939? _____	☐ Yes (If "Yes," answer (b) and (c).) ☐ No (If "No," go on to item 7.)
	(b) Enter dates of service. _____	From (Month, year) To (Month, year)
30	(c) Have you ever been (or will you be) eligible for a monthly benefit from a military or civilian Federal agency? (include Veterans Administration benefits <u>only</u> if you waived military retirement pay) _____	☐ Yes ☐ No
7.	Have you or your spouse worked in the railroad industry any time on or after January 1, 1937? _____	☐ Yes ☐ No

READING 2

On page 8 there is a copy of the application for retirement insurance benefits. It is the first page of the form used when a person applies for retirement. Read it carefully.

A. Comprehension.

Vocabulary. Choose the best alternative for these words and expressions from Reading 2. Check the Reading closely to make sure you are right. Use the line numbers under each item.

- | | |
|--------------------------------|--|
| 1. survivors
(line 3) | a. people who work together
b. people who depend on the income of a worker
c. dependents after the death of a worker
d. people who apply together |
| 2. the aged
(line 4) | a. old people
b. sick people
c. young people
d. employed people |
| 3. presently
(line 5) | a. actually
b. at present
c. really
d. at work |
| 4. on your behalf
(line 17) | a. in your place
b. on your person
c. in your job
d. on your paycheck |
| 5. filed
(line 17) | a. sent in
b. submitted
c. mailed in
d. all of the above |

- 6. waived
(line 30)
 - a. gave up your right (voluntarily)
 - b. accepted the obligation
 - c. gave up your right (involuntarily)
 - d. rejected the obligation
- 7. spouse
(line 32)
 - a. friend or relative
 - b. son or daughter
 - c. husband or wife
 - d. aunt or uncle

Reading Comprehension. These statements and questions are about Reading 2.
Choose the best answer.

- 1. A married American woman fills out this application. Does she answer question 1(b)?
 - a. No, she doesn't. Her married name is the same as her name at birth.
 - b. Yes, she does. She usually uses her husband's name when she marries.
 - c. No, she doesn't. She uses her father's name when she marries.
 - d. Yes, she does. She uses her mother's name when she marries.
- 2. You apply for retirement under the social security system. You include your passport with your application. Do you fill out questions 3c and d in the form?
 - a. Yes, I do. The passport states date and place of birth.
 - b. No, I don't. The passport is not a proof of age.
 - c. Yes, I do. Naturalization papers are accepted as proof of age.
 - d. No, I don't. My age appears in the social security records.

B. Reading Expansion.

(a) Imagine that you are of retirement age. Fill out the application on page 8 with information about yourself. When you enter your date of birth, make sure it gives you the right age for retirement.

(b) Ask your teacher to get a copy of the full application. Study it and see if you understand it. Alternatively, you may call (or write) your nearest SS office and ask for a copy of the application form.

PART I IDIALOG

Dinh talks to a retired worker. Fred Shaw is 72 and was a clerical worker for twenty years. He retired seven years ago. He is a widower. In this conversation, he tells Dinh about his everyday life.

Dinh: What is it like being retired, I mean, with no obligation to go to work?

5 Fred: I tell you, it wasn't easy at first. I felt sort of lost for a couple of months or so. You see, a job takes a lot of your time, and when it's gone, why, you have lots of time and nothing to do.

Dinh: I see. But you look quite happy now. What did you do to change?

10 Fred: Well, I figured that if I stayed home most of the time I would go crazy in a week. So I decided to do a bit of socializing . . . and spend time with my family too.

Dinh: How's that?

15 Fred: Simple. I began to visit old friends and sometimes they visited me. Sometimes we meet at the tavern and play pool and drink a bit. Not much. Not good for your health, you know.

Dinh: You said something about family life . . .

Fred: Oh, yeah. There's my daughter at Valparaiso. She has two children, a boy and a girl. They always ask me to stay with them a couple of days. Sometimes I do but I prefer my apartment. No place like home, you know.

20 Dinh: Don't you miss the work?

Fred: Not really. I did my twenty years and that's enough. I have my pension and my social security. It's no fortune but it keeps me going. So who needs the work? Other guys feel different, though.

Dinh: What do you mean?

25 Fred: Take Dick Thomas, for instance. He's a friend of mine. Retired some years ago. He just couldn't live without working. He began to go crazy. So he and his wife went into the home-mail order business. Now he works harder than ever and makes good money. And there's others. But that's not for me, no sir.

30 Dinh: Is that how you keep in such good health?

Fred: Well, I also do my bit of exercise, and that keeps me in good shape . .

Dinh: Exercise? What sort of exercise?

Fred: I was coming to that. You see, I had a desk job for twenty years and I spent a lot of time just sitting. So the doctor recommended exercise.
35 Now, I know a couple of old guys who took up jogging and cycling. One of these days they are going to get a stroke or something. What good is the exercise going to do then? Me, give me walking . . .

Dinh: So that's how you do it . . .

Fred: Yeah. I walk for about an hour every day, just to do exercise. When
40 it's cold, I walk round my block a couple of times and get into the apartment real quick. That's all I need for a good night's sleep. Not bad for 72, is it?

Dinh: No, siree, I sure hope to be around for your 100th birthday.

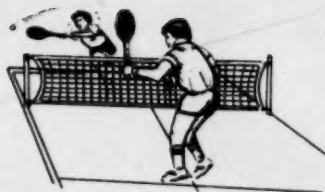
A. C o m p r e h e n s i o n .

Vocabulary. Choose the best alternative for these words and expressions from the Dialog. Check the Dialog closely to make sure you are right. Use the line numbers under each item.

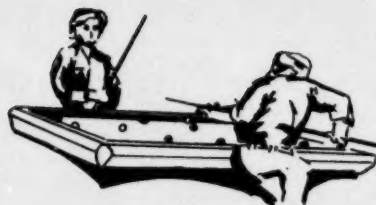
- | | |
|------------|-------------------------|
| 1. widower | a. her husband is dead |
| (line 2) | b. his daughter is dead |
| | c. her son is dead |
| | d. his wife is dead |

2. pool
(line 14)

a.



b.



c.



d.



- | | |
|--------------------------------------|---|
| 3. miss
(line 20) | a. feel happy at the presence of something
b. feel unhappy at the presence of something
c. feel unhappy at the absence of something
d. feel happy at the absence of somebody |
| 4. in good shape
(line 31) | a. healthy
b. unhealthy
c. weak
d. all of the above |
| 5. I was coming to that
(line 33) | a. I was going to do it
b. I was going to explain it
c. I was going to pay for it
d. I was going to apply for it |
| 6. took up
(line 35) | a. became lost in
b. became interested in
c. became experts in
d. became the best in |
| 7. stroke
(line 36) | a. stomach trouble
b. lung trouble
c. eye trouble
d. heart trouble |

Dialog Comprehension. These statements and questions are about the Dialog.
Choose the best answer.

1. Describe how Fred felt the first months after his retirement.
 - a. He was full of ideas.
 - b. He didn't know what to do.
 - c. He was very busy.
 - d. He took up jogging and cycling.

2. He began an active social and family life. Why?
 - a. Because he had a lot of creative ideas.
 - b. Because his retirement application had been rejected.
 - c. Because his mental health was in danger.
 - d. Because he needed to help his dependents.
3. Describe Fred's attitude to drinking.
 - a. He drinks in moderation.
 - b. He drinks a lot.
 - c. He hates alcohol.
 - d. He prefers soft drinks.
4. Fred has a daughter. Who else is part of his family life?
 - a. His friends at the tavern.
 - b. His sons.
 - c. His grandchildren.
 - d. His business associates.
5. What does Dick Thomas' case illustrate?
 - a. A man who began a new activity after retirement.
 - b. A man who didn't want to work after retirement.
 - c. A man who was in good shape before retirement.
 - d. A man who had a lot of money before retirement.
6. What keeps Fred in good shape?
 - a. A lot of work, a moderate social life and no exercise.
 - b. A lot of exercise, some work and no social life.
 - c. A lot of social life, some exercise and no work.
 - d. A lot of drinking, some work and a moderate social life.

B. Dialog Expansion.

(a) You know Fred Shaw's explanation of his happy life as a retired worker. Now imagine that you are planning to retire. In the table below, indicate the combination of activities that would keep you happy during retirement.

	A LOT	SOME	NO
1) Paid employment			
2) Hobbies			
3) Family life			
4) Social life			
5) Housework			
6) Exercise			

(b) Now exchange tables with your classmate. Compare the differences and similarities. Explain your preferences orally and ask your classmate to explain his (her) preferences to you.

(c) Make a list of your favorite things to do. Indicate how many of them are good for a retired worker.

(d) Make a list of your favorite foods and drinks. Indicate how many of them are good for a retired worker.

APPENDIX A

Common Abbreviations
(likely to appear in help wanted ads)

Ans. - answer	Natl. - national
Appt. - appointment	Nec. - necessary
Bldg. - building	Pt. Time - part time
Co. - company	Per Hr. - per hour
Comm. - commission	Perm. - permanent (job)
Dept. - department	Per Mo. - per month
Drv. Lic. - drivers license	Per Wk. - per week
Eve. - evening	Ref. Requ. - references required
Exper.; ex. - experience	Rel. - reliable
Gd. Sal. - good salary	Sal. - salary
Hr. - hour	Temp. - temporary (job)
Hrly. - hourly	Trans. - transportation
Hskpr. - housekeeper	Trk. - truck
Hswk. - housework	Typ. - typing
Lt. - light (work)	Wk. - week
Maint. - maintenance	Wkdys. - weekdays
M/F - male/female	Yr. - year
M-F - Monday through Friday	& - and
Mo. - month	\$\$ - dollars, money

APPENDIX B

OCCUPATIONAL KNOWLEDGE

General

advancement (advancing)	hourly wage
AFL-CIO	identification card
apprentice	industry
benefits	job
blue collar	job security
bonded	labor laws
boss	laid off
business	night shift
collective bargaining	part time
company	pension plans
counselor	position
co-worker	promotion
day shift	raise
degree (diploma)	safety
dependable	salary
dependents	schedule
disability	semiskilled
dismissal	skills
education	strike
employer - employee	supervisor
employment - unemployment	time clock

experience	training
(previous experience	(on-the-job training
previous employment	job training)
prior employment)	union (labor union)
experience	unskilled
(no experience necessary)	vacation
fired	vocation (vocational)
foreman	wage
full time	white collar
hire	work order
holiday	working conditions

Applying for a Job and Interviewing

agency	interviewing tips
Indiana State Employment Securities	marital status
application form	permanent
application letter	personal data card
apply	personnel
(application, applying)	(personnel department)
benefits	probation
birth certificate	qualifications
card of introduction	recommendation
(letter of introduction)	references
civil service	resume
draft status	Social Security
employment agency	Social Security number
(state employment agency, private	temporary
employment)	want ads (help wanted ads)
fee	working papers
(paid to a private employment	
agency)	
fringe benefits	

Wages, Salary, Income and Benefits

base pay	medicare
bonus	net pay
city income tax	O.A.S.I.
commission	overtime
deductions	paycheck
double time	payroll savings plan
earning statement	piece work
federal income tax	refund
fee	state income tax
F.I.C.A.	take home pay
F.I.T.	time and a half
fringe benefits	unemployment compensation
gross pay	US savings bonds
group policy	wages
health insurance	weekly salary
hospitaliation insurance	withholding tax (withholding)

hourly wage
income tax
I.R.S.
major medical

workman's compensation
W-2 form
1040 form (1040A form,
"short form")

Possible Signs on the Job

Caution - Men at Work
Danger
Do Not Enter
Elevator
Employees Only
Entrance
Exit
Fire Extinguisher

Loading Platform
No Smoking
Positively No Admittance
Restricted Area
Smoking Prohibited
Stairs
Stop

(Source: Occupational Knowledge Section of Learning for
Everyday Living, an A.B.E. Curriculum Guide
published by the Indiana Department of Public
Instruction, Division of Adult and Community
Education)